IRB – Best Practices of IRB Members

1. Complete required training (http://phrp.nihtraining.com/users/login.php)
2. Attend all regularly scheduled IRB meetings and make every attempt to attend any specially scheduled meetings.
3. Review "Criteria for IRB Approval of Research" from the Department of Health & Human Services Federal Regulations
4. Provide detailed and thorough reviews of assigned applications in order to
    a. Minimize risks to participants
    b. Ensure that any risks to participants are reasonable relative to the research's anticipated benefits
    c. Protect participants' confidentiality and/or anonymity
    d. Ensure that selection of participants is fair
    e. Ensure that participants are able to provide (or appropriately waive) informed consent
    f. Ensure that informed consent is sufficiently clear, understandable to participants, and will provide proper documentation
    g. Ensure that the study has appropriate measures in place for safety monitoring
    h. Ensure that vulnerable participants are properly protected
5. IRB members should perform assigned reviews in a timely fashion (within 2-3 days).
    a. To facilitate the quick and efficient review of applications and record keeping, reviewers should submit all reviews via email to the IRB Coordinator.
6. Reviewer assignment will be done on a equitable rolling basis. IRB members should notify the IRB Coordinator during any time period where conducting a timely review would not be possible.
7. Provide colleagues in the campus community with guidance as it pertains to preserving the rights of human subjects in research.