1 PURPOSE
   1.1 This procedure establishes the process to remove an IRB member.
   1.2 The process begins when an IRB member resigns or is removed from one or more IRBs. This SOP applies if an individual is a member of more than one IRB and is being removed from some but not all IRBs.
   1.3 The process ends when the IRB registration is updated along with UCF’s IRB records.

2 REVISIONS FROM PREVIOUS VERSION
   2.1 Minor revisions for AAHRPP accreditation; replaces version dated 09/23/2009.

3 POLICY
   3.1 IRB rosters are maintained using the “IRB Roster (HRP-601).”
   3.2 The Organizational Official may remove IRB members, alternate members, and IRB chairs with consult from the Director, Human Research Administration and IRB chair(s).

4 RESPONSIBILITIES
   4.1 IRB staff members carry out these procedures.

5 PROCEDURE
   5.1 Remove the individual from the “IRB Roster.”
   5.2 Complete “WORKSHEET: IRB Composition” to ensure that the IRB is appropriately constituted.
      5.2.1 If not, identify one or more replacement members and follow “SOP: IRB Membership Addition.”
   5.3 Prepare a “TEMPLATE LETTER: IRB Member Thank You,” have it signed by the Organizational Official, and send to the individual.
   5.4 Update the registration of all affected IRBs.¹
   5.5 Print and file the “IRB Roster”, “WORKSHEET: IRB Composition”, and “TEMPLATE LETTER: IRB Member Thank You”.
   5.6 Follow the “SOP: IRB Records.”

6 MATERIALS
   6.1 WORKSHEET: IRB Composition.
   6.2 IRB Roster.
   6.3 SOP: IRB Membership Addition.
   6.4 SOP: IRB Records.
   6.5 TEMPLATE LETTER: IRB Member Thank You.

7 REFERENCES
   7.1 45 CFR §46.107, 45 CFR §46.103(b)(3), 45 CFR §46.115(a)(5)
   7.2 21 CFR §56.107, 21 CFR §56.115(a)(5)