1 PURPOSE
1.1 This procedure establishes the process for the IRB to obtain consultants.
1.2 The process begins when the IRB staff or IRB member has identified the need for consultation.
1.3 The process ends when the consultant has provided information to the IRB.

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

3 POLICY
3.1 The IRB invites consultants with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the IRB.
3.2 Consultants with a Conflicting Interest may not provide information to the IRB.

4 RESPONSIBILITIES
4.1 For review by a convened IRB, IRB staff members carry out these procedures.
4.2 For Administrative Review, the Designated Reviewer carries out these procedures.

5 PROCEDURE
5.1 Identify a consultant with the required expertise who can provide a review.
5.2 Refer to the “SOP: Conflicting Interests of IRB Members and Consultants” to determine whether the consultant has a Conflicting Interest. If so, obtain another consultant.
5.3 Contact the consultant and determine availability for review.
5.4 Prepare a packet for the consultant using the “WORKSHEET: Review Materials” that includes all information that would have been provided to any IRB member. The information in the packet may be limited to those needed for the consultant to review in order provide the additional expertise needed. If the additional expertise needed does not require review of any materials, no materials need be provided.
5.5 For review by the convened IRB:
   5.5.1 Provide the consultant’s written comments to the IRB Chair.
   5.5.2 If the consultant did not provide a written report or if requested by an IRB member, invite the consultant to the IRB meeting.
5.6 For Administrative Review:
   5.6.1 Directly obtain the information from the consultant.
   5.6.2 Document information received orally with the name of the consultant.

6 MATERIALS
6.1 SOP: Conflicting Interests of IRB Members and Consultants.
6.2 SOP: Definitions
6.3 WORKSHEET: Review Materials

7 REFERENCES
7.1 21 CFR §56.107(f)
7.2 45 CFR §46.107(f)