

**Department:** UAMS Institutional Review Board  
**Policy Number:** 4.6  
**Section:** Committee Operations  
**Effective Date:** July 31, 2002  
**Revision Date:** March 12, 2004

**SUBJECT: Duties of IRB Manager or His/Her Designee**

1. Review materials for completeness before review by the IRB:
  - a. Full protocol
  - b. Informed consent form
  - c. Any relevant merit reviews or grant applications
  - d. Investigator's brochure
  - e. Advertisements or subject information
  - f. Subject surveys or questionnaires
  - g. Appropriate documentation of required investigator training certificates
2. Verify receipt of current consent form and/or protocols for study revisions and adverse event reports.
3. Contact researcher for additional materials when appropriate.
4. Coordinate the location and attendance at meetings to assure quorum.
5. Assign reviewers to protocols, in consultation with the Chair.
6. Prepare and disseminate member review information prior to the meetings.
7. Provide members with appropriate background and summary information on policies, rules, and regulations pertaining to issues relevant to protocol review.
8. Assist the Chair in taking notes at the IRB meeting.
9. Prepare correspondence for signature by the Chair.
10. Ensures accuracy of data in database.