

**Department:** UAMS Institutional Review Board  
**Policy Number:** 1.7  
**Section:** Principles and Authority  
**Effective Date:** February 8, 2005  
**Revision Date:** March 29, 2007; January 24, 2011; August 7, 2015; February 15, 2016; June 8, 2020

**SUBJECT: IRB Advisory Committee**

**POLICY**

The institution shall maintain an IRB Advisory Committee (IAC). The IAC shall provide input on IRB policies and procedures to promote efficient IRB operation while ensuring compliance with the standards of human subject protections as set forth in the Belmont Report and federal, state and institutional regulation and policy. The IAC will include representatives from research administration and faculty/staff from campus departments that regularly submit research to the IRB. The committee will also act as a conduit between the Human Research Protection Program and the research community to relay comments or concerns between the two groups.

Nothing in this policy shall prevent other individuals from meeting to discuss IRB-related issues as needed.

**PROCEDURE**

**A. Membership**

1. IAC membership will include the Vice Chancellor for Research and Innovation; the IRB Chair(s) and Vice Chair(s); the IRB Director and Associate Director; the Research Compliance Officer or Designee; the Arkansas Children's Research Institute and faculty representatives or their designees from campus departments that work with the IRB.
2. IRB staff, reviewers, research staff, or others may be invited to attend meetings as needed.

**B. Committee Responsibilities**

1. Contribute to strategic planning and developing priorities for the IRB and related Human Research Protection Program (HRPP) components.
2. Promote collaboration between research staff and the IRB to achieve institutional goals related to human subject research.
3. Participate in periodic reviews of the efficacy, effectiveness, and quality of the HRPP and IRB functioning.
4. At least annually receive an update and provide input on resources allocated to the IRB, including an overview of current staffing and meeting scheduling.
5. Communicate with faculty, administrators, and research staff on campus to relay information between the research community and the IAC.

**C. Meeting Schedule and Attendance**

1. The IAC will meet at least twice and up to four times per year.
2. While there are no quorum requirements, meetings schedules may be adjusted as needed to ensure an adequate number of members can attend.

**D. Meeting Agendas**

1. The agenda will be determined by the IRB office, in consultation with Research Division administration and committee members.
2. The following are examples of items within the IAC's purview: IRB policy or practice changes; Human Research Protection Program (HRPP) quality assurance activities; comments or complaints about the HRPP; and HRPP quality, effectiveness, and efficiency.

**REFERENCES**

AAHRPP Standard I-2  
AAHRPP Elements I.5.B; I.5.C; II.1.A  
45 CFR 46.108(a)(1) and (2)