

**Department:** UAMS Institutional Review Board  
**Policy Number:** 3.4  
**Section:** Committee Membership  
**Effective Date:** July 31, 2002  
**Revision Date:** March 5, 2004; March 29, 2007; January 24, 2011; August 6, 2015;  
February 15, 2016; July 1, 2020

**SUBJECT: IRB Chair and Vice Chair**

### **POLICY**

Each IRB Chair and Vice Chair must demonstrate knowledge about human subject rights, ethical issues, and regulations relevant to human subject research, and applications thereof. The Chair(s) and Vice-Chair(s) must have previous experience as an IRB reviewer. The Vice-Chair shall provide support to the IRB Chair(s). The Institutional Official, in consultation with the IRB Director, shall appoint Chairs and Vice Chairs.

### **PROCEDURE**

- A. The Chair's responsibilities include, but are not limited to, the following:
  - 1. Reviewing submissions using exempt or expedited procedures;
  - 2. Assigning studies to IRB reviewers;
  - 3. Determining the IRB committee agenda;
  - 4. Convening and conducting IRB meetings;
  - 5. Summarizing IRB review recommendations to be sent to investigators;
  - 6. Reviewing and signing letters generated from committee actions;
  - 7. Reviewing minor modifications and responses to minor contingencies;
  - 8. Providing guidance to investigators;
  - 9. Reviewing SAE and safety reports and determining when reports need full committee review.
  - 10. Speaking on behalf of the IRB in response to queries about IRB actions.
- B. The Vice-Chair may assume the duties of an IRB Chair when the Chair is not available to conduct a meeting or when the Chair must recuse due to a conflict of interest. The Vice Chair may also assist the Chair with other responsibilities as needed and may review submissions using expedited or exempt procedures.
- C. The Institutional Official, in conjunction with the IRB Director, will evaluate the Chair(s) and Vice-Chair(s) annually and meet with the Chair/Vice-Chair as needed to address any concerns. The Institutional Official and IRB Director may also consult the IRB Advisory Committee as needed regarding IRB Chair(s) and Vice-Chair(s).
- D. Failure to appropriately carry out Chair/Vice-Chair responsibilities may lead to dismissal.