

**Department:** UAMS Institutional Review Board  
**Policy Number:** 4.6  
**Section:** Committee Operations  
**Effective Date:** July 31, 2002  
**Revision Dates:** November 18, 2002; March 12, 2004; February 8, 2005;  
October 2, 2020

**SUBJECT: IRB Staff Responsibilities**

**POLICY**

The IRB office staff activities are critical to the successful operation of the Human Research Protection program. IRB office staff activities shall support IRB committees, reviewers, and operations; IRB relationships with other components of the Human Research Protection Program and IRB interactions with the entire research community subject to IRB oversight.

**PROCEDURE**

- A. IRB office staff responsibilities are as follows:
1. Prereviewers shall review submitted materials for completeness before forwarding material for review by the IRB.
    - a. This prereview shall focus on ensuring sufficient information is present for the IRB to be able to make required determinations for approval.
    - b. Prereviewers may return contingencies seeking revisions or additional information as needed to make it possible to review a study.
  2. Appropriately trained prereviewers shall have specific additional responsibilities, including but not limited to handling xIRB requests and associated documents/submissions; prereviewing audit reports; prereviewing Reportable New Information submissions; and processing human subject research determinations.
- B. Assigners shall review submitted materials to determine where they should be routed and then assign them appropriately.
- C. Billing staff shall ensure IRB review fees are billed appropriately.
- D. IRB staff who are qualified expedited reviewers and who have been assigned expedited reviewer status shall complete expedited reviews, including limited IRB reviews.
- E. IRB staff who are qualified to conduct exempt status reviews shall review exempt status research, except they may not conduct limited IRB reviews if they are not also expedited reviewers.
- F. IRB staff shall assist in agenda preparation, dissemination, and the running of convened IRB meetings. These responsibilities include, but may not be limited to:
1. Coordinate meeting attendance with reviewers, and find alternates as may be required.
  2. Monitoring whether quorum is maintained throughout the meeting and notifying the chair if at any point quorum fails.
  3. Taking minutes
  4. Recording committee actions, determinations, and draft contingencies in the IRB e-system
  5. Following up on any issues outstanding from meetings, as requested by the IRB chair.

- G. IRB staff shall participate in maintaining IRB documentation, including but not limited to:
1. Study records
  2. Meeting minutes
  3. IRB policies
  4. Study contact logs
  5. IRB member rosters and supporting documentation
  6. Logs of queries received in the IRB office
- H. IRB staff shall have the following general responsibilities:
1. All IRB staff shall strive to provide timely, accurate information to all those requesting information from the IRB.
  2. Interacting with others in the office to ensure staff responsibilities are completed and information is shared as necessary, including arranging for coverage in the event of a planned absence.
  3. Completion of the appropriate CITI training courses as required by policy.
  4. Pursuing continuing education as appropriate, including attending conferences when possible; accessing on-campus training opportunities; pursuing appropriate certifications; attending IRB meetings; and reading information material such as the IRB blogs and other publications pertaining to human subject research protection.

## **REFERENCE**

Revised Common Rule Q&As on the OHRP website