

Department: UAMS Institutional Review Board
Policy Number: 6.4
Section: Documentation
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SUBJECT: IRB Member Rosters

POLICY

The UAMS Institutional Review Board shall maintain rosters of its IRB membership in accordance with federal requirements, accrediting agency standards, and best practices.

PROCEDURE

- A. The IRB office shall ensure rosters are maintained:
 - 1. With the federal Office for Human Research Protections and/or the Food and Drug Administration to the extent required by those agencies.
 - 2. In the IRB office as required to track membership and to meet accrediting agency requirements.
 - 3. On the publicly available IRB website.

- B. Publicly posted rosters shall include IRB members'
 - 1. Names
 - 2. Gender
 - 3. Earned degrees or applicable licenses
 - 4. Scientific or non-scientific designation
 - 5. Representative capacity and/or specific expertise
 - 6. Indication of any employment or other relationship between the member or their immediate family and the institution or its affiliates.

- C. Rosters maintained elsewhere (e.g. OHRP or in the IRB office) will contain, at a minimum, the items listed above, and any other information required by the entity prompting the creation of that roster.

REFERENCES

45 CFR 46 Subpart E, *Registration of Institutional Review Boards*
FDA Guidance titled *Frequently Asked Questions – IRB Registration (2009)*
AAHRPP Element II.1.A