

MEMBER RESPONSIBILITIES - REGULAR MEMBER

OR 203-A

5/1/06

MEMBER RESPONSIBILITIES - REGULAR MEMBER

Title	Regular Member
Term	At least 3 years
Responsibilities	<p>Regularly attend convened meetings of the IRB.</p> <p>Be familiar with IRB procedures, policies, and documents, including applicable Federal, State, NDUS and UND regulations.</p> <p>Be familiar with criteria for approval of research projects.</p> <p>Review and approve exempt and expedited research proposals.</p> <p>Review agenda packet in advance of IRB meetings and be prepared for discussions.</p> <p>Act as primary reviewer for 1 or more studies at each meeting as assigned.</p> <p>Maintain confidentiality of IRB proceedings.</p> <p>Consult with Investigators as needed.</p> <p>Obtain continuing education germane to human subject protection.</p> <p>Help publicize the role of the IRB by speaking to colleagues and students.</p>
Time Commitments	<p>8 hours per month</p> <p>Attend Continuing Education</p> <p>Members are advised to alert the IRB Secretary or IRB Coordinator well in advance, if possible, if they cannot attend an IRB meeting so they are not assigned protocols to review. If they cannot alert the secretary in a timely manner, and are assigned protocols to review for the next upcoming meeting, then they are expected to deliver written comments to the IRB Secretary prior to the beginning of the meeting.</p>
Other Requirements	<p>The following financial relationships must be disclosed annually: any equity interests of themselves or an immediate family member over \$10,000 to commercial entities that sponsor or conduct research in this institution; significant payments of other types, including honoraria, consultant fees received from commercial entities that sponsor or conduct research in this institution.</p> <p>A potential for a conflict of interest must be disclosed prior to IRB review of research. Conflicts of interest could include a close or conflicted personal or professional relationship to an Investigator; interest, financial or otherwise, in the outcome of the research.</p>