

MEMBER RESPONSIBILITIES - ALTERNATE MEMBER

OR 203-B

5/1/06

MEMBER RESPONSIBILITIES - ALTERNATE MEMBER

Title	Alternate Member
Term	At least 3 years
Responsibilities	<p>Attend convened IRB meetings as needed to establish a quorum.</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 agenda packet in advance of IRB meetings and be prepared for discussions.</p> <p>Act as primary reviewer when needed.</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>Review submitted research in place of regular member when needed.</p>
Time Commitments	<p>20 hours per year</p> <p>Attend Continuing Education</p>
Other Requirements	<p>The following Financial relationships must be disclosed annually: any equity interests 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> <p>When serving, alternate members are advised to alert the IRB Secretary well in advance, if possible, if they cannot attend the IRB meeting.</p>