
Yale University Human Research Protection Program

900 PR. 2 Updating IRB Rosters

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Overview

This procedure describes the process for assigning members to serve on Yale University’s Institutional Review Boards (IRB) and updating IRB rosters for University use and in accordance with the Office for Human Research Protections (OHRP). IRB rosters are updated when new members join one of the Yale University IRBs, existing members leave the IRB, or there are other changes to the IRB membership information required by OHRP and/or the Food and Drug Administration (FDA).. Updated rosters are submitted to OHRP as changes to the membership occur. ..

Assignment of New Members

Members are appointed to a Yale IRB by the Institutional Official. Human Investigation Committee members are assigned to a specific IRB by the IRB Chair, after evaluating the new member’s background and availability and assessing each IRB’s expertise and/or representation needs. .

Each IRB is required to maintain a membership of scientists and non-scientists, affiliated and non-affiliated members. Members with an earned degree in a scientific field are considered scientists. Members with a substantive and recent work history in a scientific field may also be considered scientists, at the discretion of the Chair. Undergraduate students who serve as IRB members, irrespective of their field of study, are non-scientists. Likewise, students serving as members who are enrolled in the first year at Yale’s Schools of Medicine, Nursing or Epidemiology and Public Health and who have not earned an undergraduate degree in a field of study for which the IRB has oversight are considered non-scientists.

Internal Roster Updates

When a change to the roster occurs, a printed copy of the new roster is generated, reflecting current membership. This copy is reviewed and receives signature approval of the Chair or Chair’s designee. The hard copy is forwarded to the Education and Community Outreach Manager (Manager), who is responsible for generating the electronic update with OHRP.

Reporting to OHRP

The Manager submits an electronic update to the IRB rosters with OHRP. The electronic update is typically generated within 10 days of a change in membership. Exceptions may be made when membership changes are anticipated over a period greater than 10 days and less than 30 days. Updates to rosters never exceed 30 days. When the submission is complete, the submission is printed and the printed copy is kept on file in the Manager’s office. When the OHRP email notification is received, the electronic version of the roster is saved on the HRPP’s networked drive.

Reporting to the Institutional Signatory Official

Upon completion of the electronic submission, the Manager emails the Institutional Signatory Official with notification of the update and a description of the changes to the roster(s). The OHRP electronic copy of the new roster is attached to the email.

Website Update

Changes to the rosters are posted to the HRPP website concurrent with the updated submission to OHRP. HRPP staff are copied on the email.

Quality Improvement

Periodically, the website listing is reviewed by HRPP staff to verify congruency with the roster posted by OHRP. Additionally, the Manager reviews the membership with the Vice Chair of the Human Subjects Committee mid way through the academic year to ensure that all appointed members have become active during their new appointments. Roster are adjusted and re-submitted to OHRP when required.

Reference

OHRP IRB Registration Instructions; Registration Frequently Asked Questions

Revision History

October 22, 2010 and August 17, 2009