

GW OHR Guidance:

Types of IRB Membership

This guidance document outlines general responsibilities and expectations for the different IRB membership roles. This document should be used by IRB members and potential IRB members who would like more information about the different membership roles on the IRB. For information about the onboarding process, please see OHR Guidance: Onboarding Process for IRB Members.

The Three IRB Membership Roles

IRB members may hold more than one appointment of the below roles.

	Primary Member	Alternate Member	IRB Designee
Role	Attend one meeting per month. Normally members are assigned one transaction per meeting. Primary members are expected to review all studies on the agenda before the discussion.	Attend the IRB meeting when a primary member cannot attend and quorum cannot be reached. When serving, they fulfill the role of primary members. They may also be called upon to serve as a consultant as needed according to expertise.	IRB members who are designated by the IRB Chair to conduct minimal risk reviews on behalf of the IRB Chair
Meeting Attendance	Expected to attend every meeting for the panel they are assigned (normally one meeting per month)	Attend meetings when an alternate member is needed or their expertise is helpful. Meeting attendance is more flexible based on availability.	No meeting attendance, but designees are expected to complete minimal risk reviews on their own time (within a 2 week timeframe).
IRB Experience Required	No IRB experience required, but experience with human subjects' research is preferred.	No IRB experience required, but experience with human subjects' research is preferred.	Yes, sufficient IRB experience is required. New IRB members are normally not asked to be designees for a year, depending on previous IRB experience.
Time commitments For Reviews	Meeting agendas have between 2-5 transactions for review. Time to review the agenda is estimated to be 2 hours and the meetings usually take between 1-2 hours.	Minimal time commitment- alternate members are asked to participate on a meeting-by-meeting basis as needed.	1-4 minimal risk reviews per week, reviews should be completed within a week. Estimated time of 20-40 minutes per review.

The IRB Chair and Vice Chairs

The IRB Chair leads the meeting and is involved in review of complicated studies. The IRB Chair appoints IRB designees to conduct minimal risk reviews on behalf of the Chair. We have two IRB Chairs: Dr. David Diemert and Dr. Jody Ganiban. They lead separate panels but regularly meet to discuss current research.

Some IRB members are designated as Vice Chairs. These IRB members may step into the role of IRB Chair when a Chair is unable to attend a meeting. Vice Chairs are experienced IRB members.

Questions?

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