**Department: UAMS Institutional Review Board**

**Policy Number: 3.9**

**Section: Committee Membership**

**Effective Date: July 31, 2002**

**Revision Date: November 18, 2002; March 12, 2004: February 8, 2005,**

**January 24, 2011; August 6, 2015; February 15, 2016**

**SUBJECT: Consultants**

**Policy**: The IRB may invite individuals who have special scientific, scholarly or cultural expertise to serve as consultants to assist the IRB in its review process. Individuals may be from within UAMS but are not required to be. The identities of the individual consultants will be kept confidential to the extent allowed by federal regulations.

**Procedure:**

1. IRB Members may:

1.1 Request the Chair identify a consultant if they are assigned a review that is out of their area of scientific or scholarly expertise.

1.2 Obtain consultations by directly contacting a colleague, provided they are cognizant of potential or real conflicts of interest and confidentiality issues.

1.2.1. If Member contacts a colleague directly, s/he will provide a written summary of the

consultation in the comments section of e-system, noting the qualifications of the consultant.

2. The IRB Chair will

2.1 Evaluate submitted research for the need for consultation.

2.2 If a consultant is needed, the chair will identify and contact an appropriate consultant.

2.3 Provide the consultant with a copy of the IRB Conflict of Interest Policy, or verbally explain the Policy to the consultant, and determine whether the consultant has a conflicting interest. If the consultant has a conflicting interest, identify a replacement consultant.

2.4 Provide the IRB with written summary of the consultant’s determinations.

3. The Consultant will:

3.1 Have access to all documents submitted to the IRB relevant to the specific project under review

3.2 Immediately notify the Chair if upon review discovers s/he has a conflict, so that the Chair may identify a new consultant.

3.3 Provide a written summary of their review and recommendations.

3.4 Attend IRB meeting, if requested, to participate in the deliberations and make recommendations on the project.

3.5 Not be included in determining or establishing quorum at the meetings and will not have the authority to vote.