Department: **UAMS Institutional Review Board**
Policy Number: **4.6**
Section: **Committee Operations**
Effective Date: **July 31, 2002**
Revision Dates: **February 8, 2005; March 12, 2004; November 18, 2002**

SUBJECT: Duties of IRB Staff

1. Study Specific

1.1 Review materials for completeness before review by the IRB:

a. Full protocol
b. Informed consent form
c. Appropriate completion of Original Submission Form
d. Any relevant merit reviews or grant applications
e. Investigator's brochure
f. Advertisements or subject information
g. Subject surveys or questionnaires
h. Appropriate documentation of required investigator training certificates
i. Indemnity letter from sponsor, if appropriate
j. HIPAA Authorization, if appropriate
j. Data Safety Monitoring Plan
k. Appropriate completion of Continuing Review Forms
l. Appropriate completion of Modification Forms

1.2 Verify receipt of current consent form and/or protocols for study revisions and adverse event reports.

1.3 Contact researcher for additional materials or submission changes when appropriate.

2. Meeting specific

2.1 Coordinate the location and snacks for meeting.

2.2 Verify attendance at meetings to assure quorum, both prior to and during the meeting.

2.3 Prepare and disseminate agenda prior to the meetings.

2.4 Provide members with appropriate background and summary information on policies, rules, and regulations pertaining to issues relevant to protocol review.

2.5 Assist the Chair in taking notes at the IRB meeting.

2.6 Prepare correspondence for signature by the Chair.

2.7 Follow up as needed on all items marked as Pending, such as IND/IDE #s or other committee approvals.

3. General Duties

3.1 Ensure accuracy of data in database.

3.2 Disseminate and collect annual IRB questionnaires on COI and Affiliation.

3.3 Provide assistance to members and research staff with questions regarding regulations, policies, and ARIA and IRB procedures.