

Department: UAMS Institutional Review Board
Policy Number: 1.7
Section: Principles and Authority
Effective Date: February 8, 2005
Revision Date: March 29, 2007; January 24, 2011; August 7, 2015; February 15, 2016; June 8, 2020; June 25, 2021, September 15, 2023

SUBJECT: HRPP Advisory Committee

POLICY

The institution shall maintain a Human Research Protection Program Advisory Committee (HRPP AC). The HRPP AC shall provide input on IRB policies and procedures to promote efficient IRB operation while ensuring compliance with the standards of human subject protections as set forth in the Belmont Report and federal, state and institutional regulation and policy. The committee will also provide input regarding other aspects of the UAMS human research protection program. The HRPP AC will include representatives from research administration and faculty/staff from campus departments that regularly submit research to the IRB. The committee will also act as a conduit between the Human Research Protection Program and the research community to relay comments or concerns between the two groups.

Nothing in this policy shall prevent other individuals or groups from meeting to discuss IRB- or HRPP-related issues as needed.

PROCEDURE

A. Membership

1. HRPP AC membership will include the Vice Chancellor for Research and Innovation; the IRB Chair(s) and Vice Chair(s); the IRB Director and Associate Director; the Research Compliance Officer or Designee; the Arkansas Children's Research Institute and faculty representatives or their designees from campus departments that participate in human subject research.
2. IRB staff, reviewers, research staff, or others may be invited to attend meetings as needed.

B. Committee Responsibilities

1. Contribute to strategic planning and developing priorities for the IRB and other HRPP components.
2. Promote collaboration between HRPP components to achieve institutional goals related to human subject research.
3. Participate in periodic reviews of the efficacy, effectiveness, and quality of the HRPP and IRB operations.
4. At least annually receive an update and provide input on resources allocated to the IRB, including an overview of current staffing and meeting scheduling.
5. Communicate with faculty, administrators, and research staff on campus to relay information between the research community and the HRPP AC.

C. Meeting Schedule and Attendance

1. The HRPP AC will meet at least once and up to four times per year.
2. While there are no quorum requirements, meeting scheduling may be adjusted as needed to ensure an adequate number of members can attend.
3. HRPP AC subcommittees may meet more frequently to discuss issues involving specific HRPP processes.

D. Meeting Agendas

1. The agenda will be determined by the IRB office, in consultation with Research Division administration and committee members.
2. The following are examples of items within the HRPP AC's purview: IRB policy or practice changes; HRPP quality assurance activities; comments or complaints about the HRPP; and HRPP quality, effectiveness, and efficiency.

REFERENCES

AAHRPP Standard I-2
AAHRPP Elements I.5.B; I.5.C; II.1.A
45 CFR 46.108(a)(1) and (2)