

Board Chair's Roles and Responsibilities
Policy Number 2876.6



Campus Institutional Review Board
University of Missouri-Columbia

Board Chair's Roles and Responsibilities

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Reviewed by: Michele Reznicek, Campus IRB Compliance Officer
Reviewed by: Janelle Greening, Quality Assurance Associate
Reviewed by: Campus IRB Membership

Effective Date: December 12, 2007

Board Review

A handwritten signature in black ink that reads "Cheryl B. Li".

Signed _____
IRB Chair

Date December 12, 2007

Administrative Review

A handwritten signature in black ink that reads "R. D. Hall".

Signed _____
Associate Vice-Chancellor for Research

Date December 12, 2007

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1.0 Policy

The Campus IRB Chair is responsible for assuring the protection of human subject research participants through the ongoing development and implementation of IRB policies and procedures. The Chair shall be a member of the Behavioral and Social Science academic community and serve in a leadership role that engenders respect for the IRB process, and possess the necessary knowledge and expertise about ethical research practices and applicable rule, regulations, and laws.

2.0 Scope

The Chair's roles and responsibilities apply to all human subject research being conducted under the jurisdiction of the University of Missouri-Columbia that is subject to review and approval by the Campus IRB.

3.0 Purpose

The Chair must be a member of the human subject research community with a reputation that encourages respect and compliance for the IRB process. The chair's primary purpose is to direct the convened committee meetings while promoting a culture of respect for the IRB process and issues related to research ethics. The chair shall serve to take whatever actions are necessary to assure the safety and welfare of human subject research participants.

4.0 Standard Operating Procedure

The Chair is appointed by the Vice Chancellor for Research to direct the proceedings of a convened IRB meeting. The Vice Chancellor shall have the following authority governing the roles and responsibilities of the Chair:

A. APPOINTMENT

1. The Vice Chancellor for Research has the discretionary authority to appoint and remove the Chair.
2. The Vice Chancellor for Research has the discretionary authority to appoint the Chair for a 3 year term, or shorter interval if desired.
3. The Vice Chancellor for Research has the discretionary authority to renew the appointment at the end of the 3 year term, or shorter interval if desired.

B. ROLE OF THE CHAIR

The Chair shall be a qualified scientific member of either the Behavioral or Social Sciences community. The chair shall encourage a community of appreciation for a subject's rights and welfare, and any ethical issues related to human subject research. The Chair shall also serve in the role to:

1. Advocate for the protection of human subjects with contentious situations arising between the research community and the IRB.
2. Educate the board regarding changes in the interpretative guidelines governing IRB activities.

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C. THE RESPONSIBILITIES OF THE CHAIR

The Campus IRB Chair has the following responsibilities:

1. To assure that all research under the jurisdiction of the Campus IRB complies with the Belmont Report, Federalwide Assurance document, Campus IRB Policies, and the Department of Health and Human Services (DHHS) regulations set forth by 45 CFR 46;
2. Possesses the level of expertise necessary to serve in an Administrative Capacity overseeing IRB activities in coordination with the Campus IRB Compliance Officer, and the Office of Research;
3. Completion of the requisite Campus IRB Education Certification prior to serving as a member of the board, reviewing, or voting on any human subject research proposal;
4. All members are screened prior to their appointment on the board. All members are provided a copy and must comply with the Campus IRB policies. All members are notified of the Conflict of Interest disclosure requirements.
5. Facilitate the ongoing education of research investigators and board members;
6. Make every effort to maintain an appreciation of the regulatory changes relevant to the use of human subjects in research and participate in continuing education opportunities on an ongoing basis to maintain the professional qualifications and experience necessary to oversee the review activities of the Campus IRB;
7. Assist with the ongoing development of Campus IRB policies and procedures as needed;
8. Participate in discussions about IRB issues with other units either:
 - a. within the organization; or
 - b. external to the organization; or
 - c. in collaboration with the organization.
9. Facilitate the resolution of IRB substantive or procedural issues;
10. Facilitate communication between the board members and the Campus IRB Administrative Office;
11. Facilitate the evaluation and resolution of urgent Campus IRB issues;
12. File assignments for the expedited review procedure provides that the review may be carried out by the IRB chairperson or by one or more experienced reviewers designated by the chairperson from among members of the IRB. The Chair will identify which members have the experience and expertise to conduct initial, continuing or amendment reviews. The selection and criterion requirements will be conducted in compliance with the "Board Membership" policy.

In reviewing the research, the reviewers may exercise all of the authorities of the IRB except that the reviewers may not disapprove the research. A research activity may be disapproved only after review in accordance with the non-expedited procedure set forth in 46.108(b);
13. Review and approve exemption requests in the absence of the Compliance Officer;
14. Review and authorize the approval of proposed expedited or full board Human Subject research activities in a timely fashion. This is a delegable duty where by this task is shared:
 - a. with the Campus IRB Compliance Officer on exempt or expedited matters; or
 - b. with other IRB members on exempt or expedited matters.
15. Review all proposals presented to the full board committee to provide oversight and facilitate comprehensive discussions and deliberations;
16. Collaborate with the Compliance Officer to maintain adequate oversight for the Campus IRB operations;
17. Provide oversight of the Campus IRB Administrative Office operations in the absence of the Compliance Officer;
18. Comply with the guidelines set forth in all Campus IRB policies;
19. Report relevant information either to the Compliance Officer and Vice Chancellor for Research to assure the safety of human subject participants;
20. Comply with the Board Membership Policy. See Policy.
21. Perform all other duties as necessary to assure the protection of human subjects.

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