Institutional Review Board (IRB) Member Agreement

Please read this document and signify agreement on page 2, save this document for your reference as a pdf, and email a copy to ORProtections@psu.edu by the date indicated in the accompanying email.

Attendance
Full Members:
- Regular meeting attendance by IRB members is necessary in order for the IRB to achieve and maintain the quorum required to conduct official business. Full IRB members are expected to attend 75% of their assigned full committee meetings in a given calendar year. If unable to attend a meeting, an IRB member should notify the IRB Program Coordinator at the Office for Research Protections (ORP) as soon as possible so that he/she can determine that quorum will be met for the upcoming meeting(s).

Alternate Members:
- Alternate IRB members are expected to attend 2 full committee meetings each calendar year.

Confidentiality Requirements
- IRB members are expected to keep the information and documentation disclosed during the IRB review process confidential. Members must agree that they will not, without appropriate authorization, release such privileged or confidential information to anyone outside of the review process either within or outside the institution, or use such information for unauthorized purposes. The confidentiality requirements related to IRB review continue indefinitely.

Other expectations
- Availability to conduct reviews as a full member (most importantly to serve as primary or secondary reviewer) and alternate member (regular availability) is expected. This expectation extends throughout the term of each member. Agreeing to serve implies agreement to be available regularly, except in extenuating circumstances.
- Prompt response to inquiries regarding attendance to upcoming meetings, ability to be serve as a primary or secondary reviewer, or conduct a non-committee review as an alternate member, reviewing all materials provided prior to the IRB meeting when attending as a member, and submitting reviews with substantive comments by the deadlines given by the IRB Program Staff is expected.
- It is expected that all full and alternate IRB members maintain current CITI Human Subjects and IRB Member training, renewing/refreshing as necessary, and availing themselves of various training/educational opportunities offered by the ORP, professional groups, etc. throughout their terms of service.
- It is also expected that IRB members will participate in sub-committee activities as assigned by the IRB chair.

As an IRB member who provides time and expertise for the review of research, you can expect that the ORP Staff will:
- Answer questions that you have about the review process promptly.
- Upon request provide assistance with CATS IRB and other technological support related to IRB duties.
- Upon request provide specific feedback on any aspect of your ongoing and/or completed reviews.
- Provide annual feedback about your IRB activities.
Conflicts of Interest (COI)/Significant Financial Interests (SFI) Disclosure – Specific to IRB membership (and in addition to required annual disclosures)

IRB members are required to disclose the existence of any conflict of interest they may have related to the research study under review, in addition to disclosure required by RP06 (http://guru.psu.edu/policies/RP06.html). No IRB member may participate in the IRB’s review of any research study in which the member has a conflict of interest, except to provide information requested by the IRB. IRB members are automatically considered to have a conflict of interest if they, their spouse/partner, or any dependent children:

- are involved as research personnel on the study under review or;
- have a Significant Financial Interest related to the research as defined in PSU Policy RP06, Disclosure and Management of Significant Financial Interests.

According to RP06, ‘Significant Financial Interests’ means an FI [financial interest] consisting of one or more of the following interests of the Investigator (and those of the Investigator's spouse/partner and/or dependent child(ren)) that reasonably appears to be related to the Investigator’s Institutional Responsibilities:

- Compensation or other payments for services (e.g., consulting fees or honoraria) that exceed $5,000 in the preceding 12 month period;
- Equity interests (e.g., stocks, stock options or other ownership interests - $0 threshold for non-publicly traded entities (e.g., “start-up” companies) or valued at greater than $5,000 for publicly-traded entities);
- Intellectual property rights (e.g., patents, copyrights) upon receipt of income related to such rights and interests (including but not limited to royalties, or licensing revenues) that exceeds $5,000 in the previous 12 months;
- Reimbursed or Sponsored Travel that exceeds $5,000 from an Entity in the previous 12 months.

For a complete definition, including clarifications of when the term does not apply, please see RP06 (http://guru.psu.edu/policies/RP06.html).

Acknowledgement and Agreement

- I acknowledge and agree that I will disclose and excuse myself from any studies reviewed by the IRB in which I have a conflict of interest.
- I will inform the HRPP of any ongoing conflicts of interest that I have, such as with a particular sponsor or situation.
- At a full committee meeting or conference call, I will make known the existence of possible conflicts of interest that I may have regarding a study under review prior to the beginning of the IRB’s discussion of the study and I will refrain from participating in discussion and actions related to that study.

I acknowledge and agree to the IRB Member expectations and Conflict of Interest/Significant Financial Interest Disclosure as described in this document.

Type/Sign Name here: ___________________________ Date __________

Please save this document as a pdf for your records after you have typed/signed your name and dated it and send a copy to ORProtections@psu.edu by the date indicated in the accompanying email.

Thank you for your cooperation!