HRP-383 | 6/30/2024

WORKSHEET: IRB Member Removal

This document supports IRB staff in the removal of an IRB member and is recorded as part of the member’s record (see HRP-083 IRB Membership Removal).

1. Membership Removal

*The Operations Manager will facilitate and manage the following, to ensure documents are retained in the IRB member’s record per “HRP-083- IRB Membership Addition”.*

[ ]  Sent IRB member’s resignation notice to HRPP Executive Director and Assistant IRB Directors

[ ]  Confirm and communicate final payment for compensation for service

[ ]  Send Thank You letter (HRP-561) to member

[ ]  If applicable, notify affected IRB Analyst and IRB Chair

[ ]  Update HRP-601-IRB Roster

[ ]  Update list-serves, Google Groups, calendars

[ ]  Notify IRB Analysts, IRB Managers, and Education and Outreach Specialist of membership change

[ ]  Update membership record

1. ETHOS

*The Operations Manager will facilitate and manage the following, to ensure the member being removed from IRB service no longer has member access to ETHOS records.*

[ ]  Remove IRB Membership Role Access with ORIS

[ ]  Designate IRB Member role as retired