



SOP: IRB Removal				
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**1 PURPOSE**

- 1.1 This procedure establishes the process to disband an IRB.
- 1.2 The process begins when the Institutional Official or designee determines that an IRB is no longer needed.
- 1.3 The process ends when the IRB is unregistered with OHRP and the federalwide assurance (FWA) is updated.

**2 REVISIONS FROM PREVIOUS VERSION**

- 2.1 None

**3 GUIDING PRINCIPLES**

- 3.1 IRB rosters are maintained using the “DATABASE: IRB Roster (HRP-601).”

**4 RESPONSIBILITIES**

- 4.1 HSRO staff members carry out these procedures.

**5 PROCEDURE**

- 5.1 For internal IRBs:
  - 5.1.1 For each IRB member who will no longer serve as an IRB member prepare a “TEMPLATE LETTER: IRB Member Thank You (HRP-561), or equivalent” have “TEMPLATE LETTER” or equivalent signed by the Institutional Official or designee, and send to the former IRB members.
  - 5.1.2 Unregister the IRB with OHRP<sup>1</sup>.
  - 5.1.3 Remove the IRB from the federalwide assurance (FWA)<sup>2</sup>.
  - 5.1.4 Remove members from “DATABASE: IRB Roster (HRP-601).”
  - 5.1.5 File:
    - 5.1.5.1 DATABASE: IRB Roster (HRP-601)
    - 5.1.5.2 Federalwide assurance (FWA)
    - 5.1.5.3 TEMPLATE LETTER: IRB Member Thank You (HRP-561)
- 5.2 For external IRBs follow the requirements of the IRB Authorization Agreement or contract.

**6 MATERIALS**

- 6.1 DATABASE: IRB Roster (HRP-601)
- 6.2 TEMPLATE LETTER: IRB Member Thank You (HRP-561)

**7 REFERENCES**

- 7.1 45 CFR §46.107, 45 CFR §46.103(b)(3), 45 CFR §46.115(a)(5).
- 7.2 21 CFR §56.107, 21 CFR §56.115(a)(5).

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<sup>1</sup> See <http://www.hhs.gov/ohrp/assurances/>. Use the Web site: <http://ohrp.cit.nih.gov/efile/>.

<sup>2</sup> See <http://www.hhs.gov/ohrp/assurances/>. Use the Web site: <http://ohrp.cit.nih.gov/efile/>.