



FRIENDS RESEARCH INSTITUTE, INC.
1040 Park Avenue, Suite 103
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Subject: IRB Organization
Division: IRB
Date: March 1, 2012

IRB Policy 103.2: MANAGEMENT OF THE IRB

Policy

The management of IRB membership and oversight of member appointments, related activities, communications, and other administrative details are the responsibility of the IRB Administrator.

Term

Appointment of IRB members is for five years. Each member must attend at least 70% of scheduled meetings per year in order to maintain membership status. A Chairperson for the IRB is also appointed for a five-year term. Members (including the Chairperson) may serve successive, additional terms upon concurrence of FRI's Institutional Official.

If for any reason an IRB member resigns, the Institutional Official shall appoint another individual to serve as a replacement.

Appointments

The Institutional Official, in consultation with the IRB Chairperson and Administrator has the authority to appoint members to the IRB.

Resignation and Removals

A member may resign before the conclusion of his/her term. The vacancy will be filled as quickly as possible. A member may also be removed by the Institutional Official, under certain circumstances.

Compensation

Members will receive a small honorarium for their time devoted to IRB meetings.

Responsibility

IRB Administrators are responsible for day-to-day management of IRB operations. IRB Chairperson (or designee) is responsible for management of IRB meetings. IRB members, including Chairpersons, are responsible for issues relevant to meeting conduct and review of research.