Title: HRRC Membership Removal

SOP # HRP-083
Revision # 0
Effective Date 08/18/2014

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Executive Chair HRRC
Date: 9/6/14

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Vice Chancellor for Research
Date:

1 PURPOSE
1.1 This procedure establishes the process to remove a HRRC member.
1.2 The process begins when a HRRC member resigns or is removed from one or more HRRCs. This procedure applies if an individual is a member of more than one HRRC and is being removed from some but not all HRRCs.
1.3 The process ends when the HRRC registration is updated.

2 REVISIONS FROM PREVIOUS VERSION
2.1 None

3 POLICY
3.1 The Institutional Official delegates to the Vice Chancellor for Research the authority to not renew, to suspend or to terminate, the HRRC membership of any individual for whom it has been determined that he/she is not fulfilling membership responsibilities and/or obligations as outlined in HRP-060. The Vice Chancellor for Research shall first consult with the HRRC Executive Chair, and shall inform the Institutional Official in writing of the decision to include a written justification for the decision.

3.2 The Institutional Official delegates to the Vice Chancellor for Research the authority to not renew, to suspend or to terminate, one or more HRRC chairs for whom it has been determined that he/she is not fulfilling such Chair's responsibilities and/or obligations as outlined in SOP HRP-060. The Vice Chancellor for Research shall first consult with the HRRC Executive Chair, and shall inform the Institutional Official in writing of the decision to include a written justification for the decision.

3.3 The Institutional Official delegates to the Vice Chancellor for Research the authority to not renew, to suspend or to terminate, the HRRC Executive Chair when it has been determined that he/she is not fulfilling such Executive Chair's responsibilities and/or obligations. The Vice Chancellor for Research shall inform the Institutional Official in writing of the decision to include a written justification for the decision.

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

4 RESPONSIBILITIES
4.1 HRPO staff members carry out these procedures.
5 PROCEDURE
5.1 Update "DATABASE: HRRC Roster (HRP-601)"
   5.1.1 Set the Roster End Date and save.
   5.1.2 Set the Roster Start Date, make the Roster End Date blank, delete the
        removed member's information, and save as a new file.
5.2 Complete "WORKSHEET: IRB Composition (HRP-304)" to ensure that the HRRC
   is appropriately constituted.
   5.2.1 If not, identify one or more replacement members and follow "SOP: HRRC
        Member Addition (HRP-082)."
5.3 Prepare a "TEMPLATE LETTER: HRRC Member Thank You (HRP-561)," have it
   signed by the Vice Chancellor for Research, and send to the individual.
5.4 Update the registration of all affected IRBs.¹
5.5 File:
   5.5.1 Old and new DATABASE: HRRC Roster (HRP-601)
   5.5.2 TEMPLATE LETTER: HRRC Member Thank You (HRP-561)

6 MATERIALS
6.1 DATABASE: IRB Roster (HRP-601)
6.2 SOP: IRB Member Addition (HRP-082)
6.3 TEMPLATE LETTER: IRB Member Thank You (HRP-561)
6.4 WORKSHEET: IRB Composition (HRP-304)

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)
7.3 Human Subjects Research Protections Program – Updated and Revised
     Delegations of Authority. Dated October 8, 2013.