

# Institutional Review Board Policies and Procedures Development

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## Policy Statement

Institutional Review Board policies and procedures will be written, periodically reviewed, and revised according to applicable regulations, laws, and institutional policies.

## Description and Procedures

### A. Policy and Procedure Development

As the University's Human Protections Administrator (HPA), The Associate Provost for Research and Graduate Education or designee is responsible for drafting new policies and procedures, ensuring that they are in compliance with applicable regulations, laws and institutional policies. If the draft policy involves coordination with other University offices, the HPA or designee will submit the draft policy to the representative of the other office to review to ensure consistency and to resolve any discrepancies. After coordinating with other relevant University offices, the draft policy is distributed to IRB Chairs and members for review and feedback. The HPA or designee is responsible for incorporating feedback provided by the Board, ensuring consistency with applicable regulations, laws, and institutional policies.

Each policy will include the following information:

- Title
- Policy Statement
- Description and Procedures
- Effective Date
- Revision History
- Approval History
- References

### B. Policy and Procedure Approval

After the draft policy is reviewed by the Board, the HPA or designee sends it to the IRB Chairs for final review and approval. Once it is approved by the IRB Chairs and HPA, it will be added to the IRB website.

- C. Internal Standard Operating Procedures (SOPs) Development and Approval  
SOPs for internal workflow are drafted by the HPA or designee and then reviewed with the IRB staff. The HPA gives the final approval for these policies and procedures.
  
- D. Policy and Procedure Review and Revision  
The IRB Chairs and the HPA review the policies and procedures annually to ensure they are still in compliance with applicable regulations, laws, and institutional policies. Revisions will be made as necessary. Revised policies and procedures will be approved and distributed in the same manner as new policies and procedures. Minor and/or administrative revisions can be approved by the HPA and do not need to follow the process for approving new policies.  
Once a policy has been revised, the former version of the policy will be archived and saved with the IRB's administrative files.

Effective Date  
August 24, 2020

Revision History