INSTITUTIONAL REVIEW BOARD

TIP SHEET
Responsibilities of IRB Members

Definition of an IRB:

A federally mandated committee charged with responsibility to review proposed research in order to ensure that the rights of human subjects are protected and that risk of harm to subjects is minimized.

Responsibilities of IRB Members

1. IRB members complete all training requirements and stay informed of current research-related and regulatory developments.
2. Ensures compliance with Kaplan University policies and procedures, federal regulations, and state and local laws relative to the review of human subjects' research studies.
3. **Reviews all research activities involving human subjects and documents its findings regarding ethical considerations, scientific merit, and adherence to federal regulations and IRB policies and procedures.**

   When reviewing research activities, the IRB member ensures that:
   a. Risks to subjects are minimized;
   b. Risks to subjects are reasonable in relation to anticipated benefits;
   c. Selection of subjects is equitable;
   d. Informed consent is obtained or appropriately waived from all prospective subjects and documented;
   e. The research protocol includes a plan for data and safety monitoring;
   f. Subjects' privacy and confidentiality are protected; and
   g. Appropriate additional safeguards are incorporated for any vulnerable subjects.

   When reviewing research activities, the IRB member has the authority to:
   a. Approve;
   b. Require modifications to secure approval;
   c. Defer for provisions; and
   d. Disapprove; and

4. Conducts continuing reviews of approved research and reviews proposed amendments.

5. Has the authority to report non-compliance to KU/IRB officials and the government.