HRP-081 | 03/01/2024 | Author: T. Bechert | Approver: S. Brooks

**SOP: IRB Removal**

1. **PURPOSE**
   1. This procedure establishes the process to remove an IRB.
   2. The process begins when the Institutional Official/ Deputy Institutional Official (IO/DIO) or designee determines that an IRB is no longer needed.
   3. The process ends when the IRB is unregistered with OHRP and the Federalwide Assurance (FWA) is updated.
2. **REVISIONS FROM PREVIOUS VERSION**
   1. None
3. **POLICY**
   1. IRB rosters are maintained using HRP-601 - DATABASE - IRB Roster.
4. **RESPONSIBILITIES**
   1. IRB staff members carry out these procedures.
5. **PROCEDURE**
   1. For internal IRBs:
      1. For each IRB member who will no longer serve as an IRB member prepare HRP-561 - LETTER - IRB Member Thank You, have them signed by the IO/DIO or designee and send to the former IRB members.
      2. Unregister the IRB with OHRP.[[1]](#footnote-1)
      3. Remove the IRB from the FWA.[[2]](#footnote-2)
      4. Remove members from HRP-601 - DATABASE - IRB Roster.
      5. Remove the individual’s Committee Member role in the system.
      6. File:
         1. DATABASE: IRB Roster (HRP-601)
         2. FWA
         3. HRP-561 - LETTER - IRB Member Thank You
   2. For external IRBs follow the requirements of the inter-institutional agreement or contract.
6. **MATERIALS**
   1. HRP-561 - LETTER - IRB Member Thank You
   2. HRP-601 - DATABASE - IRB Roster
7. **REFERENCES**
   1. 45 CFR §46.107, 45 CFR §46.103(b)(3), 45 CFR §46.115(a)(5).
   2. 21 CFR §56.107, 21 CFR §56.115(a)(5).
   3. AAHRPP elements II.1.A, II.1.C

1. See <http://www.hhs.gov/ohrp/assurances/>. Use the Web site: <http://ohrp.cit.nih.gov/efile/>. [↑](#footnote-ref-1)
2. See <http://www.hhs.gov/ohrp/assurances/>. Use the Web site: <http://ohrp.cit.nih.gov/efile/>. [↑](#footnote-ref-2)