

## **UMES Policy on Development and Communication**

UMES has granted in writing, via an annual appointment letter from the President to the IRB Chairperson, the authority to develop, implement and monitor IRB activities. The IRB at the UMES will be conducted in accordance with federal, state, and local laws and regulations. The Dean of Graduate Studies and Research, the Director of Research, and the IRB Chairperson will meet on a regular basis with the General Counsel at UMES to review IRB policies, procedures, and guidance. This meeting will focus on a review of policies and procedures to assure compliance with federal, state, and local laws and regulations. New guidance and alerts from the Office of Human Research Protections and the Food and Drug Administration, and other information relevant to the IRB, will also be discussed. The meeting will provide an opportunity to address any legal issues associated with the conduct of human subject research at UMES, and develop new or amended guidance, policies, and/or procedures as needed.

The IRB Chairperson will keep the Director of Research informed of its findings and actions. The President and Provost as well as their relevant direct reports can access all IRB approved applications and their status through a request to the IRB Chairperson. The IRB Chairperson will meet with the Provost, Dean of the Graduate School, and Director of Research on a regular basis to discuss policies, procedures, and guidance. The Director of Research and IRB Chairperson will meet as needed with the General Counsel of UMES. The IRB Chairperson will meet with IRB members to obtain input on proposed new policies or modifications in existing policies and procedures. Such input shall be advisory in nature. The IRB Chairperson has the authority to issue policy, guidance, and procedures that govern the IRB and the associated IRB review processes.

The IRB Chairperson will track all changes to UMES IRB policies, procedures, and guidance using a date and version system. New and revised policies and procedures are made available to all individuals at UMES through a variety of mechanisms. The IRB Chairperson will issue a "Dear Colleagues" letter through broadcast emails sent by the Director of Research to describe new or revised policies and procedures. All policies and guidance are posted on the IRB website which is publicly available ([www.umes.edu/IRB](http://www.umes.edu/IRB)).