

## **UMES Policy on the List of IRB Members**

UMES shall maintain a current list of IRB primary and alternate members. The list will include the following information:

- 1) Name
- 2) Earned degree(s)
- 3) Position held at the University or within the community
- 4) Representative capacity
- 5) Indications of experience
- 6) Indication of completion of membership training
- 7) Email address and telephone number

UMES has a single internal IRB. In the future, should UMES have multiple internal IRBs, members on each IRB are allowed to serve as an alternate for members of any of the internal IRBs in the same area of expertise. Alternate members who are not primary members of any of the internal IRBs shall receive the same membership training as primary members.

Alternate members who attend a convened meeting shall be identified in minutes of the meeting. For a meeting that an alternate member is required to attend because of the absence, for any reason, of a primary member of the IRB, the alternate member will prepare for the meeting by reviewing the studies on the agenda, raise issues at the meeting as needed, and vote as a member of the IRB.

Lists of primary and alternate members shall be updated each year in July upon (re)appointment as an IRB member. Any changes to IRB membership roster will be recorded by the University and reported to the OHRP in a timely fashion. IRB membership information is posted on the UMES IRB website and maintained in the Office of Research, the President's Office and the IRB Office.