

Policies and Procedures for IRB Member Attendance

Policy:

Many times extended absence from attendance can be anticipated and a request for a temporary leave of absence can be made. If a member is on a leave of absence, he/she will not be counted toward the quorum requirement. Many of the “down-town” IRB members are on 9-month appointments and may be granted a two or three month leave of absence during the summer. Similarly, sabbatical leaves, pregnancy leaves, medical leaves, temporary duty assignments, or other legitimate reasons for extended absence will be reasons to grant a leave of absence. Office of Research Compliance should be informed, as far in advance as possible.

Members of one IRB serve as alternates for the other board. Please notify the Office of Research Compliance as far in advance as possible of anticipated absences (vacations, professional meetings, assigned duties, etc) so that an alternate can be notified. The WVU Office of Research Compliance needs to be informed as soon in advance as possible, however, so that members will not be assigned protocols to review, if they will not be able to attend the meeting.

There will always be emergencies and unforeseen situations where a member finds out at the last minute that he/she will be unable to attend. If there is time, the Office of Research Compliance should be contacted prior to the meeting. It may be possible to find an alternative to serve with little advance notice.

There may be times that it is impossible for a member to attend IRB meetings. If this occurs on a regular basis, the member should consider resigning from the IRB. If the situation improves and the individual wishes to resume membership, he/she can request reinstatement.