MEMBER RESPONSIBILITIES - ALTERNATE MEMBER

Title
Alternate Member

Term
At least 3 years

Responsibilities
Attend convened IRB meetings as needed to establish a quorum.
Be familiar with IRB procedures, policies, and documents, including applicable Federal, State, NDUS and UND regulations.
Be familiar with criteria for approval of research projects.
Review agenda packet in advance of IRB meetings and be prepared for discussions.
Act as primary reviewer when needed.
Maintain confidentiality of IRB proceedings.
Consult with Investigators as needed.
Obtain continuing education germane to human subject protection.
Review submitted research in place of regular member when needed.

Time Commitments
20 hours per year
Attend Continuing Education

Other Requirements
The following Financial relationships must be disclosed annually: any equity interests over $5,000 to commercial entities that sponsor or conduct research in this institution; significant payments of other types, including honoraria, consultant fees received from commercial entities that sponsor or conduct research in this institution.

A potential for a conflict of interest must be disclosed prior to IRB review of research. Conflicts of interest could include a close or conflicted personal or professional relationship to an Investigator; interest, financial or otherwise, in the outcome of the research.

When serving, alternate members are advised to alert the IRB Secretary well in advance, if possible, if they cannot attend the IRB meeting.