

**Department:** UAMS Institutional Review Board  
**Policy Number:** 1.7  
**Section:** Principles and Authority  
**Effective Date:** February 8, 2005  
**Revision Date:** March 29, 2007; January 24, 2011

**SUBJECT: Executive Committee**

## **I. Purpose**

The purpose of this policy and procedure is to describe the role and responsibility of the IRB Executive Committee (EC).

## **II. Policy**

The EC will be maintained as an active resource to identify new IRB policies and procedures necessary to ensure the efficient operation of the IRB, to review and amend current policies and procedures as needed and to ensure compliance with the standards of human subject protections as set forth in the Belmont Report and federal, state and institutional rules and regulation.

**EC Composition:** The EC will consist of the Vice Chancellor for Research, the Chair(s) of IRB, the Director of the IRB and the Research Compliance Officer or designee. As needed, IRB reviewers, research staff or representatives from other offices or institutions, such as the Research Support Center, Arkansas Children's Hospital Research Institute or the General Counsel's office will be invited as needed.

## **III. Procedure**

**1. Required Meeting:** Each year, the EC will conduct a meeting to review the resources allocated to the human research protection program to ensure that the necessary protections are in place for thorough and timely review and oversight. This will include at a minimum a review of:

- a. The financial allocations for IRB operations, including staffing, office equipment and space;
- b. The number of IRBs in operation;
- c. The volume and types of research reviewed;
- d. The associated workloads of the IRB Reviewers, Chairs and Staff Members; and
- e. The performance of the IRB Reviewers and any training or replacement recommendations.

**2. Additional Meetings:** The EC will meet, as needed, to address policy concerns, updates, or new regulations and to review, revise and/or draft policies and procedures. Recommendations for agenda items may originate from the IRB Committees, Administrators, Research Personnel or other Institutional Committee.