

Roane State Community College

Institutional Review Board (IRB) Member Agreement and Confidentiality Form

IRB Member Name/Title: _____

Institution, Organization, or Department: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

I have received copies of *The Belmont Report* and part 46 of the 45 Code of Federal Regulations (CFR), and I have reviewed the RSCC IRB Policy AA-06-01. As a member of the IRB, I agree to comply with the ethical principles outlined in these documents, which protect the rights and welfare of human subjects in research.

I also have been informed on my responsibilities with regard to the following:

Conflict of Interest and Disclosure - If at any time an IRB member has any of the following conditions, such member will abstain from discussion and voting:

- If you or any member of your immediate family (spouse, children, parent, in-laws, and siblings) has a significant financial or management interest in an external entity (e.g., extramural sponsor, other funding, or provider of services or products) related to the work to be conducted through this project or interested in the results of this project
- Is a primary or co-investigator, faculty sponsor, or other investigator in the project under review, or the spouse or child holds one of these roles; or
- Perceives any other circumstances that may directly affect the member's objectivity

If any conflict of interest is perceived by the member, it should be brought to the IRB Chair's attention immediately. Failure to do so could result in a member's removal from the committee. If a conflict is present, a member may not participate in any decisions relative to such research proposal. It is the responsibility of the IRB Chair to find a suitable replacement in the case of a full review.

Confidentiality – Service on the IRB includes the review of documents that contain personal, confidential and proprietary information. Members of the IRB are responsible for maintaining all committee documents and proceedings in strict confidence. Such information may not be used for any purpose other than the IRB review and may not be disclosed to anyone outside of the IRB unless permission is granted in writing from the IRB Chair.

Participation – Members of the IRB are responsible for reading protocol submissions and other documents prior to any convened meetings or at the special request of the IRB Chair. Reviewers should complete and submit (either electronically or in person) any comments regarding the research proposal by noon the day before a scheduled meeting. This will allow the IRB chair to prepare the agenda and seek any additional information, if necessary, prior to the convened meeting.

Attendance – Members of the IRB are responsible for attending all convened meetings and staying until business has been completed, whenever possible. When attendance is not possible, IRB members should notify the IRB Chair, allowing sufficient time in advance of the meeting to locate an alternate, if necessary.

Regulatory Compliance – Members of the IRB are responsible for keeping abreast of and acting in accordance with all applicable federal regulations and policies, state laws, and Roane State Community College policies that pertain to human subjects. In addition, if any changes to regulations/policies occur and/or training is needed, members are expected to participate in any scheduled informational meetings or training.

I have read this form and agree to serve on the Roane State Community College Institutional Review Board under the expectations described above.

IRB Member Signature _____

Date _____