1. PURPOSE
	1. This procedure establishes the process to remove an IRB.
	2. The process begins when the Institutional Official (IO) or designee determines that an IRB is no longer needed.
	3. The process ends when the IRB is unregistered with OHRP, and the federal-wide assurance (FWA) is updated.
2. REVISIONS FROM PREVIOUS VERSION
	1. None.
3. POLICY
	1. IRB rosters are maintained using HRP-601 – DATABASE – IRB Committee Member Profile (in eIRB)
	2. IRB staff members carry out these procedures.
4. PROCEDURE
	1. For internal IRBs:
		1. For each IRB member who will no longer serve as an IRB member, prepare an HRP-561 - LETTER: IRB Member Thank You. Have the letter signed by the IO or designee and send to the former IRB members.
		2. Unregister the IRB with OHRP[[1]](#footnote-2).
		3. Remove the IRB from the FWA[[2]](#footnote-3).
		4. Remove members from HRP-601 – DATABASE – IRB Committee Member Profile.
		5. Remove the individual’s Committee Member role in the system.
		6. File:
			1. HRP-601 DATABASE IRB Committee Member Profile
			2. FWA
			3. HRP-561- LETTER: IRB Member Thank You
	2. For external IRBs, follow the requirements of the inter-institutional agreement or contract.
5. MATERIALS
	1. HRP- 561- LETTER - IRB Thank You
	2. HRP-601 - DATABASE – IRB Committee Member Profile (in eIRB)

REFERENCES

* 1. 45 CFR §46.107, 45 CFR §46.103(b)(3), 45 CFR §46.115(a)(5)
	2. 21 CFR §56.107, 21 CFR §56.115(a)(5)
1. See <http://www.hhs.gov/ohrp/assurances/>. Use the Web site: <http://ohrp.cit.nih.gov/efile/>. [↑](#footnote-ref-2)
2. See <http://www.hhs.gov/ohrp/assurances/>. Use the Web site: <http://ohrp.cit.nih.gov/efile/>. [↑](#footnote-ref-3)