

WORKSHEET: IRB Member Self-Assessment [Qualtrics]		
NUMBER	DATE	PAGE
12.202 (HRP-326a)	11/25/24	1 of 3

**Purpose:** The purpose of this Worksheet, and future versions of it, is to provide support for the Institutional Official (IO) or designee when evaluating the performance of the IRB Membership and to determine their educational and training needs as part of the annual HRPP evaluation conducted in 12.008 (HRP-060) - SOP - Annual Evaluations of the HRPP. A Self-Assessment is crafted and distributed through Qualtrics to IRB Membership annually for their completion. This Self-Assessment Form may be revised periodically by the IO or designee, as needed, to best serve the needs of the Human Subjects Protection Program.

**IRB CHAIR/VICE CHAIR**

**Leadership Role**

**What do you find the most challenging about serving as IRB Chair/Vice Chair?** [OPEN FIELD].

**What training support would you like in your leadership role as IRB Chair/Vice Chair?** [OPEN FIELD].

**Do you feel sufficiently knowledgeable about applicable human research protection regulations and organizational policies and procedures to lead the IRB?** [LIKERT SCALE & OPEN FIELD].

**How reasonable do you feel the volume of your full board agendas has been this past year?** [LIKERT SCALE & OPEN FIELD].

**Do you find the IRB staff support—meeting preparation, conduct, post-meeting work—adequate and timely?** [LIKERT SCALE; OPEN FIELD].

**Board Member Training & Expertise**

**How confident are you in the expertise of your board members?** [LIKERT SCALE & OPEN FIELD].

**What training gaps do you see that your board members need to have filled?** [OPEN FIELD].

**Is there a need on your boards for members or consultants with specific areas of expertise? (e.g., oncologist, community member, etc.).** [YES/NO & OPEN FIELD].

**What additional information or resources (if any) could assist your committees during the review or response to submission items reviewed by the convened board?** [OPEN FIELD].

**Responsibilities - as a Designated Reviewer**

**How do you feel about the volume and types of expedited actions assigned to you in the past year for review?** [LIKERT SCALE & OPEN FIELD].

**What training support could assist you in your role as a designated reviewer?** [OPEN FIELD].

**Do you find the IRB staff support—pre-review, answering questions, and debriefing communications—adequate and timely?** [LIKERT SCALE & OPEN FIELD].

**WORKSHEET: IRB Member Self-Assessment [Qualtrics]**

NUMBER	DATE	PAGE
12.202 (HRP-326a)	11/25/24	2 of 3

**Communication and Support**

How comfortable do you feel communicating with the PI or study team regarding the review before, during, or after a convened board meeting, when applicable? [LIKERT SCALE & OPEN FIELD].

Do you receive adequate assistance from IRB staff when communicating with the research community? [LIKERT SCALE & OPEN FIELD].

List any goals you have for the upcoming year relevant to your IRB efforts and ways the IRB can assist you in achieving those goals. [OPEN FIELD].

**IRB MEMBER** *(Direction – Skip Sections not applicable to your role as an IRB member)*

**Responsibilities – as a Member of a Convened Board**

What do you find the most challenging about serving as an IRB member? [OPEN FIELD].

Do you feel sufficiently knowledgeable about human research regulations and Rutgers policies & procedures in your membership role on a convened board? [LIKERT SCALE & OPEN FIELD].

Do you feel adequate time is devoted to discussing each item on the agenda before determining whether the criteria for approval of proposed research have been met? [LIKERT SCALE & OPEN FIELD].

How reasonable do you feel the volume of your full board assignments has been this past year? [LIKERT SCALE & OPEN FIELD].

What training support would you like to assist you in your role as a full board member? [OPEN FIELD].

Do you find the IRB staff support for your efforts as a full board reviewer—pre-review, preparation, post-meeting debriefing—adequate? [LIKERT SCALE & OPEN FIELD].

**Responsibilities - as a Designated Reviewer**

Do you feel sufficiently knowledgeable about human research regulations and Rutgers policies & procedures in your work as a designated reviewer? [LIKERT SCALE & OPEN FIELD].

Do you feel sufficiently knowledgeable about when to use Toolkit Checklists? [YES/NO & OPEN FIELD].

How reasonable do you feel the volume of expedited actions assigned to you have been this past year? [LIKERT SCALE & OPEN FIELD].

What training support would you like to assist you in your role as a designated reviewer?

Do you find the IRB staff support for your efforts as a designated reviewer—pre-review, answering questions, and debriefing communications—adequate and timely? [LIKERT SCALE & OPEN FIELD].

**Communications and Support**

How comfortable do you feel communicating with the PI or study team regarding the review before, during, or after a convened board meeting, when applicable? [LIKERT SCALE & OPEN FIELD].

**WORKSHEET: IRB Member Self-Assessment [Qualtrics]**

NUMBER	DATE	PAGE
12.202 (HRP-326a)	11/25/24	3 of 3

**Do you receive adequate assistance from IRB staff when communicating with the research community?** [LIKERT SCALE & OPEN FIELD].

**Is IRB leadership responsive to your requests, if any, for additional IRB support?** [LIKERT SCALE & OPEN FIELD].

**What do you find the most rewarding about service as an IRB member?** [OPEN FIELD].

**Please list any goals you have for the upcoming year relevant to your work on the IRB and ways the IRB can assist you in achieving those goals.** [OPEN FIELD].