

Standard Operating Procedure (SOP)

SOP #: 401.131	HRP-131 IRB Deactivation
Executive Owner: Vice President Research Operations	Effective Date: 7/15/2015
	Review Date: 09/23/2019

Scope	This SOP applies to the [Organizational Official] and/or a designee.
Purpose	This procedure establishes the process to deactivate an IRB. This procedure begins when the [Organizational Official] has decided to deactivate an existing IRB. This procedure ends when the IRB has been removed.
Qualified Personnel	A designee of the [Organizational Official] carries out these procedures under the authority of the [Organizational Official].
Training	Not applicable.
Supplies & Equipment	Not applicable.
Procedure	<ol style="list-style-type: none"> 1. Ensure that no active protocols are under review by the IRB to be deactivated. 2. For external IRBs: <ol style="list-style-type: none"> 2.1. If a reliance agreement is in place, follow the terms of that agreement. 2.2. Update the roster of IRBs. 3. For internal IRBs: <ol style="list-style-type: none"> 3.1. Notify each IRB member. For each IRB member who will no longer serve as an IRB member prepare and send a thank you letter signed by the [Organizational Official]. 3.2. Update the IRB roster to indicate the IRB is deactivated. 3.3. Unregister the IRB at http://ohrp.cit.nih.gov/efile/ within 30 days. 3.4.
Definition(s)	IRB: Institutional Review Board
Reference(s)	21 CFR §56.106 and §56.107 45 CFR §46.107 and 45 CFR §46 Subpart E
Related Documents	Not applicable.
Keywords	IRB, institutional review board, IRB member