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| This checklist supports IRB staff in the removal of an IRB member and is recorded as part of the member’s record (see HRP-083 IRB Membership Removal).  |
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| 1. Membership Removal

The Operations Manager will facilitate and manage the following, to ensure documents are retained in the IRB member’s record. |
| [ ]  | Sent IRB member’s resignation notice to Assistant IRB Director |
| [ ]  | Confirm and communicate final payment for compensation for service |
| [ ]  | Send Thank You letter (HRP-561) to member |
| [ ]  | If applicable, notify affected IRB Analyst and IRB Chair |
| [ ]  | Update HRP-601-IRB Roster |
| [ ]  | Update list-serves, Google Groups, calendars |
| [ ]  | Notify IRB Analysts, IRB Managers, and Education and Outreach Specialist of membership change |
| [ ]  | Update membership record |
| 1. ETHOS

The Operations Manager will facilitate and manage the following to ensure the member being removed from IRB service no longer has member access to ETHOS records. |
| [ ]  | Remove IRB Membership role access via ORIS |
| [ ]  | Designate IRB Member role as retired |
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