|  |  |  |
| --- | --- | --- |
| 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). | | |
|  | |
| 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 | |
|  | |