

Pacific Northwest National Laboratory

**IRB MEMBER ROLES AND RESPONSIBILITIES**  
**for the**  
**Review and Oversight of Human Subject Research**

The IRB is responsible for ensuring that human subject protocols under its jurisdiction are reviewed and conducted in accordance with federal and state regulations and Battelle policies and procedures. IRB Members are responsible for ensuring that the rights and welfare of human research subjects are fully considered and protected under the law. The protection of human subjects in research is paramount - be it their physical or psychological well being, their right to privacy, or the protection of their social standing or employment status. To maintain a position on the Board, IRB Members are expected to:

- *Be prompt and regular in their attendance at IRB meetings.*
- *Notify the secretary or Program Manager if they are unable to attend a meeting.*
- *Provide substantive review of all protocols brought before the Board.*
- *Fulfill Primary Reviewer responsibilities as delegated.*
- *Participate fully and contribute in a meaningful way to the discussions.*
- *Understand and apply the basic ethical principals of the Belmont Report and regulatory requirements found in the Common Rule.*
- *Be familiar with the minimal regulatory requirements for the approval of research.*
- *Be familiar with the requirements for protection of vulnerable subjects.*
- *Perform comprehensive review of IRB minutes.*
- *Maintain educational certification.*
- *Notify the IRB Chair or any member of the Administrative Team:*
  - If they have suggestions for improvement to the program.*
  - If they feel their opinion is not being heard or respected.*
  - If they have concerns or problems related to the IRB.*
  - If they believe a conflict of interest exists in their review of a protocol.*
- *Notify the Institutional Official of any problems or concerns related to the IRB or management of the IRB that cannot be discussed or resolved with the IRB Chair or the IRB Administrative Team.*

The challenging and time consuming work performed by members of the Institutional Review Board is greatly appreciated by the subjects who make the research possible and by the Pacific Northwest National Laboratory, its researchers, and its management.

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