

**INSTITUTIONAL REVIEW BOARD
THE UNIVERSITY OF MONTANA-MISSOULA**

CHAIR, VICE CHAIR, AND AD HOC CHAIR SELECTION AND DUTIES

POLICY: The UM IRB shall be headed by a permanent Chair or by a permanent Chair and a Vice Chair.

PROCEDURES:

1. The IRB Chair and Vice Chair are appointed by the Vice President for Research from among the current IRB members.
2. The Chair and Vice Chair are appointed annually; each may be reappointed.
3. The identity of the IRB Chair and Vice Chair are matters of public record.
4. The Chair conducts each meeting of the IRB and serves as secretary for the meeting. When the Chair and the Vice Chair are to be absent, the Chair appoints an ad hoc Chair from among the IRB members.
5. The Chair selects possible meeting dates for the semester and submits them to members of the IRB for confirmation.
6. The IRB Chair receives proposals submitted on the approved IRB form from researchers for review.
 - a. The Chair makes a determination regarding the exempt status of the proposal.
 - (i) Should the Chair be unable to determine if the proposal should be exempt, the Chair may seek another opinion either from another current IRB member or from an expert in the research area under consideration.
 - (ii) If the Chair determines the proposal to be exempt, the Chair forwards the proposal to the secretary in the Office of Research. The Chair may verbally notify the Project Director or the supervising faculty member of the proposal's exempt status. The Office of Research sends the Project Director or supervising faculty member a copy of the signed cover sheet confirming the proposal's exempt status.
 - b. The Chair may grant Expedited or Administrative Approval to non-exempt proposals which may not need to be reviewed by the entire Board. Administrative Approval may be granted with or without conditions. Conditions must be satisfied as described

in d.(ii) below. Proposals receiving Administrative Approval are forwarded to the secretary in the Office of Research. The Chair may verbally notify the Project Director or the supervising faculty member of the proposal's approval. The secretary sends the Project Director or supervising faculty member a copy of the signed cover sheet confirming Administrative Approval of the proposal.

- c. In those cases where the Chair determines that a proposal is neither exempt nor appropriate for Administrative Approval, the Chair brings the proposal before the entire IRB for review.
- d. For all Administrative or Board Conditional Approvals, the Chair submits to the Project Director the list of conditions that must be satisfied.
 - (i) Conditional Approval proposals will not be granted final approval until all conditions have been satisfied. Data collection may not begin until final approval has been granted.
 - (ii) The Chair sends the Project Director a copy of the IRB Checklist marked "Conditional Approval." To this Checklist, the Chair attaches a typed memorandum detailing the conditions which must be satisfied before final approval can be granted.
 - (iii) The Project Director submits documentation that the conditions have been satisfied. Upon review, the Chair may either approve the documentation by signing and dating the document, or return the documentation to the Project Director for additional changes.

APPROVED: 
Chair, UM IRB

DATE: 11/12/03