

Thomas Jefferson University
Institutional Review Board (IRB) Member Responsibility Statement and Confidentiality Form
OHR Use Only - Version Date: 01/04/2019

As a member of the IRB, I have been informed on my responsibilities with regard to the following and agree to abide by the terms stated in this document:

Conflict of Interest and Disclosure - If at any time an IRB member has any of the following conditions, such member will abstain from voting:

- If you or any member of your immediate family (spouse, children, parent, in-laws, and siblings) has a significant financial or management interest in an external entity (e.g., extramural sponsor, stock holdings, other funding, or provider of services or products) related to the work to be conducted through this project or interested in the results of this project
- Is a primary or co-investigator, faculty sponsor, key personnel, or other investigator in the project under review, or the spouse or child holds one of these roles; or
- Perceives any other circumstances that may directly affect the member's objectivity.

If any conflict of interest is perceived by the member, it should be brought to the IRB Chair's attention immediately. Failure to do so could result in a member's removal from the committee. If a conflict is present, a member may participate in any discussions, but shall abstain from voting on decisions relative to such research proposal.

Confidentiality – Service on the IRB includes the review of documents that contain personal, confidential and proprietary information. Members of the IRB are responsible for maintaining all committee documents and proceedings in strict confidence. Such information may not be used for any purpose other than the IRB review and may not be disclosed to anyone outside of the IRB unless prior permission is granted in writing from the IRB Chair.

Participation – Members of the IRB are responsible for reading protocol submissions and other documents prior to any convened meetings or at the special request of the IRB Chair. Reviewers should complete and submit (either electronically or in person) any comments regarding the research proposal as directed by the IRB Chair.

Attendance – Members of the IRB are responsible for attending all convened meetings and staying until business has been completed. When attendance is not possible, IRB members should notify the IRB secretary, allowing sufficient time in advance of the meeting to locate an alternate, if necessary. A 75% attendance rate is the minimum acceptable.

Regulatory Compliance – Members of the IRB are responsible for keeping abreast of and acting in accordance with all applicable federal regulations and policies, state laws, and Thomas Jefferson University policies that pertain to human subjects. In addition, if any changes to regulations/policies occur and/or training is needed, members are expected to participate in any scheduled informational meetings or training.

Responsibility Statement: I have read this form and agree to serve on the Thomas Jefferson University Institution Review Board under the expectations described above:

Printed Name

Signature

Date
