Expectations for Committee Members

- Know how to access and become familiar with the Federal Regulations CFR Title 45 Part 46 Protection of Human Subjects, CFR Title 21 Parts 50 and 56 FDA Protection of Human Subjects and IRBs, the Emory IRB P&Ps, and the Belmont Report.
- Review and utilize the Emory IRB Policies and Procedures
- Request eIRB training classes to learn to use the eIRB system or refresh your skills when needed
- Maintain a current CITI certification and update it every 3 years for Emory and VA employees. In addition to your CITI requirements as a researcher, please take the CITI IRB Member Module.
- Conduct written Reviews for assigned studies and submit to IRB staff in advance of the meeting, to allow time to communicate issues to the study team as needed.
- Review all studies on the agenda prior to the meeting for active discussions
- Attend all meetings unless you notify the IRB staff the first week after the last meeting, that you cannot attend the next meeting
- Participate in meeting discussions, and speak loudly and clearly for note takers
- Notify IRB staff immediately if you have difficulty accessing eIRB or completing reviews in eIRB so that they may assist you.