Overview
This procedure describes the process for updating of IRB rosters within the University and with the Office for Human Research Protections (OHRP). When the new members join one of the Yale University IRBs, existing members leave the IRB, the IRB roster requires updating.

Internal Roster Updates
When a change to the roster occurs, a hard copy of the new roster is generated, reflecting current membership. The hard copy is generated and maintained by the Education and Community Outreach Manager (Education Manager), who is also responsible for generating the electronic update with OHRP. Internal rosters are kept on the HRPP shared drive, and are used by regulatory analysts for assignment of protocol reviews, and for ascertaining quorum. Updates to the roster are also forwarded to the Informatics Manager for electronic posting to the HRPP website (www.yale.edu/hrpp) and to the Senior Administrative Assistant for making any needed changes to the Coeus system.

Reporting to OHRP
The Education Manager generates an electronic update to the IRB rosters with OHRP. The electronic update is generated within 90 days whenever there is a change regarding the contact person who provided the IRB registration information, or the IRB Chairperson.

Prior to submitting the electronic update, the Education Manager verifies the current roster with each Yale IRB to ensure that all rosters reflect accurate membership.

When the submission is completed, the submission is saved on the HRPP shared drive. When OHRP email notification to the Yale Institutional Signatory Official and IRB Chairs is received, the email is forwarded to the Education Manager, and saved with the corresponding submission.

Reporting to the Institutional Signatory Official
Upon completion of the electronic submission, the Education Manager emails the Institutional Signatory Official’s senior administrative assistant with notification of the update and a description of the changes to the roster(s). A copy of each new roster is attached to the email.

Quality Improvement
Once each quarter the Education Manager contacts each IRB to verify the accuracy of the roster currently on file with OHRP.

Reference
OHRP IRB Registration Instructions; Registration Frequently Asked Questions