1 PURPOSE
1.1 This procedure establishes the process to remove a Northwestern University IRB panel or discontinue Northwestern University’s reliance on an external IRB for the review of human subjects research.
1.2 The process begins when the Institutional Official or designee determines that an IRB is no longer needed.
1.3 The process ends when the IRB is unregistered with the Office for Human Research Protections (OHRP) and the Federalwide assurance (FWA) is updated (if needed).

2 PREVIOUS VERSION
2.1 Revised from previous version dated 08/01/2015

3 POLICY
3.1 The Institutional Official or Designee (e.g. the Executive Director, IRB Office) in conjunction with the IRB Office Managers determines when a Northwestern University IRB panel or reliance on an external IRB is no longer needed.
3.2 The IRB that is being removed must be unregistered with OHRP and Northwestern University’s FWA updated (if needed)
3.3 IRB rosters are maintained using the “DATABASE: IRB Roster (HRP-601).”
3.4 Removal of IRB Members from a Northwestern University IRB panel is conducted in accordance with SOP “IRB Membership Removal” (HRP-083)

4 RESPONSIBILITIES
4.1 IRB Office staff members carry out these procedures.

5 PROCEDURE
5.1 For internal IRBs:
5.1.1 For each IRB member who will no longer serve on Northwestern University’s IRB panel, prepare a “TEMPLATE LETTER: IRB Member Thank You (HRP-561),” signed by the Institutional Official, Executive Director, IRB Office or designee, and send to the former IRB members.
5.1.2 Unregister the IRB with OHRP1.
5.1.3 Remove the IRB from the Federalwide assurance (FWA)2.
5.1.4 Remove members from “DATABASE: IRB Roster (HRP-601).”
5.1.5 Remove the individual’s Committee Member role in the Northwestern University electronic IRB system.
5.1.6 File:
   5.1.6.1 DATABASE: IRB Roster (HRP-601)
   5.1.6.2 Federalwide assurance (FWA)
   5.1.6.3 TEMPLATE LETTER: IRB Member Thank You (HRP-561)
5.2 For external IRBs follow the requirements of the inter-institutional agreement or contract for termination of services.

6 MATERIALS
6.1 DATABASE: IRB Roster (HRP-601)
6.2 SOP: IRB Membership Removal (HRP-083)

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6.3 TEMPLATE LETTER: IRB Member Thank You (HRP-561)

7 REFERENCES

7.1 45 CFR §46.107, 45 CFR §46.103(b)(3), 45 CFR §46.115(a)(5), 45 CFR 46 Subpart E.
7.2 21 CFR §56.107, 21 CFR §56.115(a)(5).