1 PURPOSE
   1.1 This procedure establishes the process to remove a Northwestern University IRB panel
   1.2 The process begins when the Institutional Official or designee determines that an IRB panel 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 11/22/2018

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

7 REFERENCES
### SOP: IRB Removal

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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).