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| SOP Title | Office of Human Research Ethics (OHRE) Personnel Serving as NMREB Members |
| Number.Version | N203.003 |
| Effective Date | 05/11/2018 |

Approvals

| Name and Title of Signatories | Signature | Date mm/dd/yyyy |
|---|---|----------------------------|
| Erika Basile Director, Research Ethics |  | 2019-02-26 |
| Dr. Randal Graham Chair, Non-Medical Research Ethics Board |  | 2019-03-06 |

1. PURPOSE

This standard operating procedure (SOP) describes the duties of Office of Human Research Ethics (OHRE) Personnel serving as members of the Non-Medical Research Ethics Board (NMREB).

2. GENERAL POLICY STATEMENT

This SOP pertains to NMREBs that review human participant research in compliance with applicable regulations and guidelines.

3. RESPONSIBILITY

All NMREB members and OHRE Personnel are responsible for ensuring that the requirements of this SOP are met.

The NMREB Chair or designee is responsible for clearly articulating all required duties associated with membership to the NMREB to potential and current NMREB members.

NMREB members and alternates are responsible for fulfilling their duties as specified in this SOP.

4. DEFINITIONS

See Glossary of Terms

5. SPECIFIC POLICIES AND PROCEDURES.

Each REB member's primary duty is the protection of the rights and welfare of the individual human beings who are serving as the participants of research. In order to fulfill his or her duties, REB members must be versed in regulations governing human participants' protection and biomedical research ethics, and policies germane to human research participant protection.

5.1. Duties

5.1.1. OHRE Personnel who are designated as Board members may attend convened meetings and participate in discussions, but they shall not be counted in determining a quorum and they shall not participate in any votes;

5.1.2. OHRE Personnel that have been appointed to serve as NMREB members may perform delegated review in accordance with the delegated review procedure;

5.1.3. The assignment of these tasks to OHRE Personnel will be documented.

5.2. Appointment Criteria

5.2.1. OHRE Personnel delegated to review an application shall have knowledge, experience, and training comparable to what is expected of NMREB members. The NMREB shall ensure that OHRE Personnel can fulfill their responsibilities independently.

5.3. Training and Education

5.3.1. OHRE Personnel serving as NMREB members are expected to complete necessary training and education procedures for NMREB members.

5.4. Conflict of Interest

5.4.1. OHRE Personnel serving as NMREB members are additionally expected to follow conflict of interest procedures for NMREB members.

6. REFERENCES

7. SOP HISTORY

| SOP Number.Version | Key Changes | Effective Date mm/dd/yyyy |
|--------------------|--|------------------------------|
| N203.001 | Original | 12/07/2015 |
| N203.002 | Change title, Change Research Office Personnel to Office of Human Research Ethics (OHRE) Personnel | 06/10/2016 |
| N203.003 | Update to NMREB Chair & Administrative Corrections | 05/11/2018 |