

	University of Puerto Rico Medical Sciences Campus Human Research Subjects Protection Office	Effective: 9/1/2008
		Rev. 07/01/2014
IRB EXECUTIVE COMMITTEE		

Purpose:

To define the composition, duties and responsibilities of the IRB Executive Committee of the Human Research Subjects Protection Office of the UPR MSC.

Source:

Human Research Subjects Protection Office of the UPR MSC

Policy:

The IRB Executive Committee serves as forum for the discussion and review of IRB policies and procedures, emergency situations and major operational issues related to the operation of the IRB at the UPR Medical Sciences Campus.

Procedure:

▪ **Members:**

- (1) Human Research Subjects Protection Office's (OPPHI) director
- (2) IRB chairs
- (3) IRB administrator or other guests may be invited at discretion of the Committee.

▪ **Meetings and voting:**

The IRB Executive Committee shall meet at least once per semester. Under special circumstances, at the discretion of

the OPPHI director, extraordinary meetings may be called. The agenda and meeting materials will be distributed prior to the meetings. A member of the administrative staff of the OPPHI will provide staff support and coordination for the activities of the committee.

Although the OPPHI director can request a formal vote from the IRB Executive Committee, most issues are resolved by consensus.