



INSTITUTIONAL REVIEW BOARD (IRB) GUIDELINES FOR INVESTIGATORS POLICY

PURPOSE

Long Island University has a Federal-Wide Assurance (FWA 00002562) on file with the Office for Human Research Protections (OHRP; subdivision of the federal Department of Health and Human Services). This document provides a written assurance that unless a study is regulated by the Food and Drug Administration (FDA) or Department of Justice, LIU will apply the Revised Common Rule (45CFR46) to all new studies approved on or after 1/21/19 regardless of funding.

STATEMENT OF POLICY

Long Island University has two Institutional Review Boards (IRBs), one at LIU Brooklyn and one at LIU Post. The IRBs are charged with the responsibility of protecting the rights and welfare of human subjects involved in research, as mandated by OHRP, the FDA, and the State of New York. The makeup of the IRBs membership and the number of members on the committee is in accordance with the Federal Policy. These are the only designated Institutional Review Boards for Long Island University. The basic ethical principles that underlie the Federal Policy and LIU's institutional IRB Policies are summarized in the [Belmont Report](#).

Members of the Institutional Review Boards are appointed by the Senior Vice President for Academic Affairs (the Institutional Official), as designated on the Federal-Wide Assurance, following consideration of recommendations from Deans, Chairs, Provosts, current members, the IRB Administrator, and/or members of the community (for non-University positions). Members are appointed for a renewable three-year term. All members have full voting rights; no proxy voting is permitted. Attendance records and member contributions to the committee are reviewed by the IRB Chair, the Assistant Director of Sponsored Research (IRB Administrator), and the Senior Vice President for Academic Affairs, to determine if appointments will be renewed. Appointments of the Chair are made by the Senior Vice President for Academic Affairs. There is no remuneration for individuals serving as IRB members. No IRB members participate in the review of any study on which they are investigators or co-investigators or where a potential for conflict of interest exists.

The Institutional Official, or designee, conducts an orientation for new members in which relevant materials are provided (Belmont Report, federal regulations, University Policy, IRB Guidelines, etc.), and the details concerning committee function and procedures are discussed. Prior to serving on the IRB, new members must complete CITI training in three courses: essentials for IRB members, conflict of interest, and responsible conduct of research. Training must be renewed every three years. The new member attends at least two IRB meetings for the purpose of observation, without participating in the review of studies.

The IRB may, at its discretion, invite individuals with competence in special areas (consultant) to assist in the review of complex issues that require expertise beyond, or in addition to that available on the committee. The consultant does not take part in voting with the committee. Similarly, investigators may request, or be invited, to attend IRB meetings to clarify issues with the members concerning their proposed research activity. Such guests do not take part in committee deliberations or voting.

The IRB reports to the Senior Vice President for Academic Affairs. The Administrator, who is an alternate voting member of the committee, serves as the liaison between the research investigators and the IRB. The Administrator is authorized to conduct expedited reviews for Expedited Categories 8 and 9 (continuing reviews) and for amendments involving minor changes. The Administrator:

- provides administrative and secretarial support for the committee;
- assists the investigators through the application and approval process;
- acts on behalf of the committee and the University when providing assurance of human subjects' approval to sponsoring agencies, or when dealing with regulatory agencies;
- is responsible for monitoring the IRB's compliance, and updating IRB procedures with current and/or new relevant federal or state regulations.

Correspondence to the IRB may be directed to:

IRB Administrator
University Office of Sponsored Projects
Long Island University
700 Northern Boulevard
Greenvale, NY 11548
(516) 299-3591

PROCEDURES

For a complete explanation of procedures regarding University IRB's, see *Long Island University Institutional Review Board Guidelines for Investigators* on the LIU website at:

<https://www.liu.edu/about/administrative-departments/academic-affairs/Institutional-Review-Board/Training-Resources>

POLICY TYPE: ACADEMIC AFFAIRS