Policy
Department: HUMAN RESEARCH PROTECTIONS PROGRAM
Policy Number: VII.B
Section: Committee Roles and Responsibilities
Review Responsibility: HRPP Policy and Procedure Committee
Original Creation Date: January 1, 2001
Revision Dates: March 19, 2004; January 26, 2009; July 1, 2015

Subject: Committee Member Compensation and Recognition

Policy:
It is the policy of the Human Research Protections Program (HRPP) to provide compensation for voting IRB Committee members.

I. IRB Committee Member Payment.
   A. Voting members (excluding the Chairpersons and Vice-Chairpersons) of the Health Sciences #1, Health Sciences #2, Health Sciences #3, Behavioral Sciences, and the Radioactive Drug Research Committee will be paid a stipend for each meeting attended as compensation for the time and effort involved in reviewing research and attending meetings above and beyond their regular duties.
   B. Chairpersons and Vice-Chairpersons will also be paid a stipend for the additional time and effort involved in performing the duties of a Chair and Vice-Chair.
   C. This stipend is also paid for attendance at an ad hoc or emergency IRB Committee Meeting but must be approved by the HRPP Director.

II. Meeting Cancellation.
    If a meeting must be cancelled once convened due to a lack of quorum, the Committee members present will still receive compensation.

III. Written Comments.
     Reviewers who submit comments but do not attend the Committee meeting will not be compensated as achieving quorum is the primary reason for providing compensation.

IV. Alternates.
    Alternates who are asked to attend a Committee meeting and are sitting in for an absent voting member will be compensated in place of the regular voting member. Alternates attending a Committee meeting on their own initiative, not in the place of a voting member, will not receive compensation.

V. Ex-officio Members, Administrative and Pharmacy Representatives.
    Ex-officio members, administrative, and pharmacy representatives will not be compensated for Committee meetings attended as their participation is considered an expectation of their job and institutional responsibilities.

VI. Recognition Outside of Payment.
    A. It is recommended by the HRPP that the efforts of IRB Committee Members and IRB Chairpersons are recognized by their respective departments or divisions as a consideration of promotion for their service and contribution to the Institution’s overall mission of the highest commitment to research education and patient care.
    B. IRB Committee members and Chairpersons receive human research protections training above the minimum required for Investigators and key study personnel. They also have a wide variety of resources available to assist with their IRB duties, e.g. Committee Member Handbook, IRB Reference Manual, etc.
    C. Representatives of each IRB Committee (including IRB Committee Members and Chairpersons) are requested to attend national conferences each year on various human research protections topics.