

The University of Texas at Tyler
Institutional Review Board
MEMBER AGREEMENT

I have received a copy of *The Belmont Report* and the regulations at 45 CFR Part 46, including the criteria for IRB approval of research and the required elements of informed consent. As a member of the IRB, I agree to comply with the ethical principles outlined in these documents, which protect the rights and welfare of human subjects in research.

I also have been informed of my responsibilities with regard to the following:

Attendance. Members of the IRB are responsible for attending all convened meetings and staying until business has been completed, whenever possible. When attendance is not possible, IRB members must notify the IRB Chair, allowing sufficient time in advance of the meeting to locate an alternate, if necessary, to reach a quorum.

Confidentiality. Service on the IRB includes the review of documents that contain personal, confidential, and proprietary information. Members of the IRB are responsible for maintaining all committee proceedings and documents in strict confidence. Such information may not be used for any purpose other than the IRB review and may not be disclosed to anyone outside of the IRB unless permission is granted in writing by Dr. Kouider Mokhtari, the Institutional Official (IO).

Conflict of Interest Disclosure. It is the expectation of the University that IRB members will: a) read and abide by the UT Tyler Policy on Conflict of Interest and Commitment and related policies; b) submit a completed Conflict of Interest and Commitment Form to the Office of Sponsored Research annually, within 30 days of a change of financial interest, or upon request; and c) voluntarily recuse themselves from situations that create, or appear to create, a conflict of interest. For example, in a convened meeting of the Board, members must leave the room during discussion and vote when they:

- have a significant financial or management interest (as defined by UT Tyler's Conflict of Interest and Commitment Policy¹) in the extramural sponsor or provider of the drug, device or test product;
- are primary investigators, faculty sponsors, or other investigators in the project under review, or their spouse or child holds one of these roles; or
- perceive any other circumstances that may directly affect their objectivity.

Also, members may not serve as the primary reviewer of a protocol if they have, or are perceived as having, a conflict of interest or commitment.

Participation. Members are responsible for reading protocol submissions and other documents prior to the convened meetings. Primary reviewers are to complete and turn in their comments electronically by noon on the day before the meeting so that the Chair can prepare draft minutes and stipulation memos. Exceptions (e.g., urgent University business, personal emergencies, etc.) should be discussed with the Chair as soon as possible.

Regulatory Compliance. Members of the IRB are responsible for keeping abreast of and acting in accordance with all applicable federal regulations and policies, state laws, and UT Tyler policies that pertain to human subject protection.

I have read this form and agree to serve under the expectations described above.

Signature

Printed Name

Date

¹“Significant financial interests” are defined as (1) any equity interest that, when aggregated for the Faculty Member, Family or Associated Entity, meets either of the following tests: (a) is equal to or greater than \$10,000 in value, or (b) represents more than 5% ownership interest in any single Business Entity; or (2) salary, royalties, or other payments from a single Business Entity over the next 12 months may reasonably be expected to be equal to or greater than \$10,000.