

**The Carle Foundation  
IRB Policy 104**

<b>Subject</b>	IRB Resources and Management of IRB Personnel		
<b>Approval</b>	Dec 2006	<b>Review</b>	Jun 2009
<b>Revision</b>	Jun 2009		
<b>Scope</b>	These policies apply to all IRB members and staff.		
<b>Purpose</b>	To provide for efficient operation of the Carle Foundation Hospital Institutional Review Board.		

**Statement of Policy**

1. Carle Foundation Hospital shall ensure that each IRB has sufficient resources, including staff, equipment, finances, secure storage and other resources, to permit the IRB to effectively protect human subjects and fulfill its responsibilities. Sufficient IRB staff shall be provided to permit the efficient operation of the IRB.

**Specific Policies**

1. Determination of Resource Needs
  - a. The Director of the HSPP shall, at least annually, evaluate the resources currently available to the IRB and to ensure that adequate resources have been dedicated to human subject protections activities given the volume and complexity of research under the IRB's jurisdiction. The Director of the HSPP shall communicate his or her conclusions to the Medical Director of Research and the Chairperson of the IRB, who shall assist in prioritization and budgeting activities.
2. Job Descriptions and Performance Evaluations
  - a. A written job description for each staff position on the IRB staff will be developed by the Director of the HSPP in consultation with Human Resources. The performance of IRB staff will be reviewed according to current Carle Foundation Hospital human resources policy.
3. Delegation of Authority or Responsibility
  - a. The Chairperson of the IRB may delegate certain responsibilities to IRB staff. Any delegation of specific functions, authorities, or responsibilities not otherwise in the job description of the staff position must be limited to delegatable duties, and documented contemporaneously in writing. A copy of each such delegation shall be retained at the Office of the IRB.
4. Attempts to Influence IRB Members or Staff
  - a. The IRB and its staff must operate free of coercion or undue influence. The Director of the HSPP shall maintain at all times a process to permit IRB Members and staff to report attempts at coercion or undue influence and to remedy such attempts. IRB Members or staff shall promptly report to the Director, or through the Carle Foundation Hospital Confidential Message Line (1-888-500-5012), any attempt by an Investigator, a Sponsor, or any other person including a CFH administrator or supervisor, to improperly influence the actions or decisions of that IRB Member or staff person. In no event shall any retaliation or adverse action be taken against any IRB staff or IRB Member who resisted, or is accused of resisting, any attempt at coercion or undue influence.

**Reference**

45 CFR 46 and Carle IRB Policies

**Approval On File**

Gopal Kulkarni, PhD  
Director of Human Subject Protection

Anna Keck, PhD  
Executive Director of the Research Institute

William Schuh, MD, PhD  
Medical Director of the Research Institute

Carle IRB Contact:  
Carle Foundation Hospital  
Carle Institutional Review Board  
611 West Park Street  
Broadway Research Center (BWRC)  
Urbana, IL 61801  
Phone: 217-383-4366  
Fax: 217-383-3993  
Email: [irb@carle.com](mailto:irb@carle.com)  
Web: [www.carleconnect.com/irb.shtml](http://www.carleconnect.com/irb.shtml)