The descriptions provided below are intended to indicate the kinds of responsibilities of the Institutional Review Board (IRB) office staff. The descriptions shall not be construed as declaring what the specific duties and responsibilities of any particular person or position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. The descriptions are not intended to limit or displace applicable Michigan State University Human Resources policies and procedures for employment.

The manager of the IRB office shall:

1. Manage the daily operations of the IRB office.
2. Supervise and direct IRB office staff.
3. Responsible for annual evaluations of IRB office staff.
4. Coordinate and manage the IRB office process to assure that applications are processed consistently, in a timely manner, and in compliance with regulatory requirements, policies, and procedures for human subject research.
5. Generate internal reports and monitor IRB staff workload as needed.
6. Assist in the MSU Human Research Protection Program (HRPP) reaccreditation efforts.
7. Coordinate with the Human Research Liaison office as necessary, including post approval monitoring activities and noncompliance investigations.
8. Assist with implementing the HRPP policies and procedures.
9. Assist with implementing process changes and improvements to the IRB office as needed.

10. Coordinate education provided by IRB staff to the research community, in conjunction with the Office of Regulatory Affairs education program coordinator.

11. Promote a customer service oriented atmosphere.

12. Prepare and present reports to the HRPP director regarding recent activities.

13. Attend IRB meetings as requested.

14. Serve as a resource for researchers regarding regulatory requirements and university policies and procedures for conducting human research.

15. Perform other projects or tasks as assigned.

The IRB Administrator I shall:

1. Uphold and maintain knowledge of federal, state, and local regulations, as well as university policy and procedures and ethical standards with regard to the protection of human research subjects.

2. Process incoming applications to the IRBs in a timely manner.

3. Perform a pre-review of incoming applications.

4. Review exempt applications in accordance with HRPP Manual 8-1 “Exemptions.”

5. Coordinate the IRB review process using email and database software.

6. Maintain accurate, organized, and complete files and records for the IRB.

7. Provide timely copies of all appropriate materials to researchers, IRB members, and engaged performance sites.

8. Maintain records for at least three years following study completion or as required by federal regulations (e.g., 45 CFR 46.115, 21 CFR 56.115).


10. Interact with the members of the IRBs and researchers to facilitate IRB review.

11. Provide guidance regarding federal regulations and university policies and procedures to researchers, IRB members, and other administrators.
12. Participate in audits as appropriate.


14. Assist in education programming for IRB members and researchers as appropriate.

In addition to the IRB Administrator I functions, the IRB Administrator III shall:

15. Serve as the administrator of an IRB(s) to uphold federal regulations protecting human subjects of research.

16. Coordinate IRB meetings, including preparation of the preliminary agenda and materials, meeting agenda and materials, and minutes.

17. Assure quorum is met and kept, in conjunction with the IRB chair, at convened IRB meetings.

18. Maintain accurate IRB meeting minutes.

19. Maintain membership files and roster.

20. Report changes in IRB membership as well as other relevant changes affecting the IRB to the U.S. Office for Human Research Protections or other appropriate federal agencies or departments.

21. Assist in reporting as required by HRPP Manual 4-8 “Reporting Policy.”

22. Assist in non-compliance inquiries and investigations.

23. Assist chair as requested in IRB membership evaluations.