

Grand Valley State University Institutional Review Board (IRB)	
Title: <i>HRRC use of outside expertise (consultants)</i>	
Section: 150.	This policy and procedure supersedes those previously drafted
Approved by HRRC: 11/08/2011 Revised: 09/10/2013 Reviewed: 10/28/2014	Approved by RIO/HRPA: 11/21/2011 Approved: 09/10/2013 Revision approved by AIO/RIO: 3/13/2020
Related documents: <i>010: HRRC board composition</i> <i>020: Conducting HRRC board meetings: voting</i> <i>140: HRRC member conflict of interest</i> <i>OP-4: GV conflict of interest policy</i>	

Policy

Persons not otherwise affiliated with the IRB who have relevant expert knowledge (consultants) may be requested to assist the board in the review of protocols. Consultants may make recommendations but may not vote.

Procedures

1. The consultant will be given the relevant and necessary review materials and may be invited to attend one or more IRB meeting(s), either in person or by electronic means, to assist in the board’s deliberations, and/or provide a written report to the IRB. The minutes of the relevant meeting(s) shall reflect that the consultant was participating or provided a written report.
2. Each protocol file for which the consultant provided input shall include reference to the consultant’s IRB personnel file which will contain:
 - a. The consultant’s qualifications to serve as an expert as relevant to the protocol.
 - b. A copy of the contract including compensation plan.
 - c. A confidentiality agreement, including a conflict of interest disclosure statement, signed by the consultant. (See related policy *140: IRB member conflict of interest.*)