University Research Compliance

Oklahoma State University

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TITLE: IRB Member/URC Staff Training
SOP NUMBER: IRB-102
REVISION NUMBER: 1.0
APPROVED DATE: 12/10/2025

A. PURPOSE

Training of Institutional Review Board (IRB) members and Office of University Research Compliance (URC) staff assigned to support the IRB is critical if the IRB is to fulfill its mandate to safeguard the rights and welfare of human subjects in a consistent manner for the Oklahoma State University (OSU) research community.

IRB members, URC staff, and others charged with responsibility for reviewing, approving, and overseeing human subject research should receive comprehensive training in the regulations, guidelines, ethics, policies, and procedures applicable to research involving human subjects conducted by agents of OSU.

B. SCOPE

This policy applies to all IRB members and URC staff with IRB responsibilities.

C. REFERENCES

45 CFR 46.107
OHRP IRB Guidebook
NIH NOTICE: OD-00-039 Required Education in the Protection of Human Research Participants
OSU Policy 4-0115 - Policy for the Protection of Human Subjects in Research
Belmont Report

D. DEFINITIONS

None applicable.

E. ROLES AND RESPONSIBILITIES

The IRB Manager is responsible for establishing, monitoring, and/or conducting all relevant training programs for IRB members and URC staff. The IRB Manager (or designee) is responsible for guiding the development of IRB member training programs,

in collaboration with the IRB Chair and the Assistant Vice President for Research Compliance (or designee) and/or other leadership personnel.

F. PROCEDURE

1. Training Requirements

The IRB Chair and IRB Manager establish the educational and training requirements for IRB members and URC staff who review research involving human subjects conducted by agents of OSU, as well as those who perform related administrative duties. Initial and ongoing training is provided and documented by OSU through the Collaborative Institutional Training Initiative (CITI) and overseen by the IRB Manager or designee.

2. Training Content and Methods

IRB members and URC staff must complete the required CITI human subjects research training modules. Additional materials are provided upon appointment, including OSU Policy 4-0115, the IRB SOPs, 45 CFR 46, and the Belmont Report. Chairs, Vice Chairs, and URC staff receive additional training pertinent to their roles.

3. Continuing Education

IRB members and URC staff are encouraged to attend workshops, webinars, and other educational opportunities related to IRB functions and human subject protection. OSU, through URC, will support these activities as appropriate. All IRB committee members are required to complete CITI training and maintain current certification by renewing the training every three years.

4. Documentation

Training and continuing education shall be documented in the members' files and staff personnel records. Committee members will receive automated reminders from the CITI system and supplemental notifications from the IRB Manager or designee prior to training expiration to ensure timely re-completion.

G. QUALITY CONTROL

The IRB Manager or designee monitors compliance with training requirements and maintains records of completed training.

H. SUPPLEMENTAL PROCEDURES (see current versions of SOPs)

Additional educational materials may be provided at convened IRB meetings or through URC communication channels. Updated CITI training modules will be assigned as federal or institutional requirements change.

I. REVISION HISTORY

Date	Revision Number	Description of Change
11/12/2025	1	• Removed reference to annual reviews for training documentation, as training renewals are monitored and completed upon approaching expiration. • Changed document from SOP to Policy to clarify scope and applicability. • Minor formatting updates and wording updates. • Removed references to IO/AIO details. • Streamlined to remove step-by-step instructions; reorganized into broader categories appropriate for a policy rather than SOP. • Eliminated operational instructions; policy focuses on high-level requirements.