

**SOP: IRB DEACTIVATION**

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**1. PURPOSE**

- 1.1. This procedure establishes the process to deactivate an IRB.
- 1.2. This procedure begins when the [Organizational Official] has decided to deactivate an existing IRB.
- 1.3. This procedure ends when the IRB has been removed.

**2. POLICY**

- 2.1. The [Organization] maintains a roster of IRBs.

**3. RESPONSIBILITY**

- 3.1. A designee of the [Organizational Official] carries out these procedures.

**4. PROCEDURE**

- 4.1. Ensure that no active protocols are under review by the IRB to be deactivated.
- 4.2. For external IRBs:
  - 4.2.1. If a reliance agreement is in place, follow the terms of that agreement.
  - 4.2.2. Update the roster of IRBs.
- 4.3. For internal IRBs:
  - 4.3.1. Notify each IRB member. For each IRB member who will no longer serve as an IRB member prepare and send a thank you letter signed by the [Organizational Official].
  - 4.3.2. Update the IRB roster to indicate the IRB is deactivated.
  - 4.3.3. Unregister the IRB at <http://ohrp.cit.nih.gov/efile/> within 30 days.

**5. REFERENCES**

- 5.1. 21 CFR §56.106 and §56.107
- 5.2. 45 CFR §46.107 and 45 CFR §46 Subpart E