1.0 Reason for Policy

This policy defines HRPP staff administration and oversight of the IBC to ensure continuity of membership that has the expertise appropriate to the research under review and commitment to meet regulatory and institutional mandates.

2.0 Scope of Policy

This policy applies to the following: IBC committee members, University of Minnesota faculty, students and staff, members appointed on behalf of Fairview Health Systems and Gillette Children’s Specialty Healthcare, as well as members who serve as unaffiliated community representation.

3.0 Policy Statement
HRPP staff oversee the management of member appointments, IBC related activities, communications, and other administrative details which are the responsibility of the HRPP.

Term:
- Members, including the Chairperson, are appointed to serve on the IBC for three-year renewable terms.
- Reappointment for additional terms may occur, by mutual agreement of the IBC member, IBC Chairperson, Director, and the Institutional Official.
- All members receive a letter of appointment from the Institutional Official, notifying them of the terms of membership.

Resources:
- All IBC members receive information including regulations, pertinent policies, and additional educational materials as determined by HRPP staff, the IBC Chairperson, and/or the Biosafety Officer.
- The HRPP web site dedicates a section for committee members where pertinent information, training materials, and minutes are featured, stored, or referenced.

Compensation:
- Members receive lunch and free parking for meetings.
- IBC Chairperson receives a salary offset.
- Participation by the University of Minnesota faculty, staff as an IBC member is considered a component of their job responsibilities as established by their supervisors.

Periodic Evaluation:
IBC Committee composition and IBC membership is evaluated periodically by chairs and HRPP senior staff to ensure committee composition meets with regulatory and organization requirements. Member evaluation is part of that process. Concerns regarding composition, attendance, or performance are reported to the Institutional Official.

Resignations and Removals:
A member may resign before the conclusion of his/her term by notifying the Chair and/or HRPP senior staff. The vacancy will be filled as quickly as possible. A member may be removed by the Institutional Official.

Leave and Sabbatical:
If a member is taking an extended absence as part of a leave or sabbatical, s/he should inform HRPP staff in writing. An IBC member extended absence will not adversely affect the member’s standing with the committee.

Liability Coverage:
IBC members may be covered under the Board of Regent’s Legal Defense & Indemnification of Employees policy which provides coverage for those University of Minnesota faculty and staff serving the University and also covers any non-affiliated member acting on behalf of the University.
**Exclusions from Membership:**
Persons who make or oversee financial decisions for the institution or its partners are excluded from serving in a voting capacity on the IBC.

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**4.0 Required approvals for this document**

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director, HRPP</td>
<td>Debra Dykhuis</td>
</tr>
<tr>
<td>Institutional Official</td>
<td>Brian Herman</td>
</tr>
</tbody>
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**5.0 Revision History**

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<td>Director and minor edits</td>
<td>07/10/13</td>
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<tr>
<td>12/07/09</td>
<td>Revision</td>
<td>02/26/10</td>
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To obtain a copy of a historical policy, e-mail ibc@umn.edu or call 612-626-565