1. PURPOSE
   1. This procedure establishes the process to deactivate an IRB.
   2. This procedure begins when the Organizational Official has decided to deactivate an existing IRB.
   3. This procedure ends when the IRB has been removed.
2. POLICY
   1. The Organization maintains a roster of IRBs.
3. RESPONSIBILITY
   1. A designee of the Organizational Official carries out these procedures.
4. PROCEDURE
   1. Ensure that no active protocols are under review by the IRB to be deactivated.
   2. For external IRBs:
      1. If a reliance agreement is in place, follow the terms of that agreement.
      2. Update the roster of IRBs.
   3. For internal IRBs:
      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.
      2. Update the IRB roster to indicate the IRB is deactivated.
      3. Unregister the IRB at <http://ohrp.cit.nih.gov/efile/> within 30 days.
5. REFERENCES
   1. 21 CFR §56.106 and §56.107
   2. 45 CFR §46.107 and 45 CFR §46 Subpart E