Standard Operating Procedures

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<th>SOP #204.0 Revision 0</th>
<th>TITLE: IRB Use of Outside Expertise (Consultants)</th>
<th>Effective Date: 9/1/2015</th>
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<tr>
<td>Approved By:</td>
<td>Signature</td>
<td>Date 9/2/2015</td>
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<td>OIRB Director</td>
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<td>Approved By:</td>
<td>Signature</td>
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<td>IRB Chair</td>
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PURPOSE
To describe procedures by which the UNM IRB may request that individuals who have relevant expert knowledge (consultants) assist the IRB in the review of protocols.

REVISIONS FROM PREVIOUS VERSION
None

POLICY
Persons not otherwise affiliated with the UNM 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.

RESPONSIBILITIES
Execution of SOP: OIRB Staff, IRB

PROCEDURE
The consultant will be given the relevant and necessary review materials and may be invited to attend an IRB meeting(s), either in person or by electronic means, to assist in the IRB'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.

Each protocol file for which the consultant provided input shall include reference to the consultant’s IRB personnel file which will contain:

1. The consultant’s qualifications to serve as an expert as relevant to the protocol;
2. A copy of the contract including compensation plan, if relevant;
3. A confidentiality agreement, including a conflict of interest disclosure statement, signed by the consultant. (See SOP 201 IRB Member and Consultant Conflict of Interest).