

 TEXAS A&M UNIVERSITY KINGSVILLE ®	SOP: IRB Member Education	
	Section II: IRB Members and Meetings	
	Number	Effective Date
	IRB II-008	9/13/2025

1. PURPOSE

- 1.1. This SOP outlines the procedure for educating Texas A&M University-Kingsville (TAMUK) Institutional Review Board (IRB) members to ensure adequate training in human research protection.

2. REVISION FROM PREVIOUS VERSIONS

- 2.1. None

3. SOP STATEMENT

- 3.1. The TAMUK IRB offers comprehensive human research protection education to the TAMUK IRB members.
- 3.2. Education is offered in many areas of research, including ethical standards, TAMUK rules and procedures, and applicable federal, state, and local law. The foundation of ethical training at TAMUK is the Belmont Report. Research training is made available through the Collaborative Institutional Training Initiative (CITI) website.

4. RESPONSIBILITIES

- 4.1. IRB members must fulfill the required training set forth in this guidance.

5. PROCEDURE

5.1. Education Planning

- 5.1.1. TAMUK reviews and updates this IRB educational training annually or as needed.

5.2. Required Initial and Continuing Training:

- 5.2.1. IRB members will be trained through an initial orientation process and continuing education to ensure they are appropriately educated and knowledgeable about the regulatory requirements, TAMUK policies, procedures, and ethical considerations for the protection of human subjects involved in the research.

- 5.2.1.1. IRB members orientation will consist of one-on-one training with research compliance staff assigned to the IRB consisting of the Cayuse electronic system navigation and review processes.

- 5.2.2. IRB Members will complete the following Collaborative Institutional Training Initiative (CITI) courses:

IRB members Required Training		
	Course	Timeline
Initial Training	Social and Behavioral Researchers	Prior to reviewing any study or involvement with IRB reviews.
	IRB member course	Prior to reviewing any study or involvement with IRB reviews.
Refresher Courses	Social and Behavioral Researchers	Every 3 years
	IRB member course	Every 3 years

5.2.3. IRB Chair will complete the following Collaborative Institutional Training Initiative (CITI) courses:

IRB Chair Required Training		
Initial Training	Social and Behavioral Researchers	Prior to reviewing any study or involvement with IRB reviews.
	IRB member course	Prior to reviewing any study or involvement with IRB reviews.
	IRB Chair	Prior to any activities assigned to IRB Chair
Refresher Courses	Social and Behavioral Researchers	Every 3 years
	IRB member course	Every 3 years
	IRB Chair	Every 3 years

5.3. New members will collaborate with the IRB Chair on their initial review(s) and will be assigned independent reviews (exempt and expedited) at the IRB Chair's discretion.

5.4. Ongoing Education - Contributing to the Improvement of Expertise

5.4.1. IRB members and IRB Chair attendance is encouraged at regulatory and professional meetings and conferences locally at TAMUK, within the Texas A&M University system, and nationally.

5.4.2. Ongoing education will be provided to IRB members and IRB chair as needed.

6. MATERIALS

6.1. Collaborative Institutional Training Initiative Program (CITI)

7. REFERENCES

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