

1. **Policy Purpose Statement**

The purpose of this policy is to establish the process to add a new Institutional Review Board (IRB) member to the Kennesaw State University IRB roster and IRB registration with the Office for Human Research Protections (OHRP).

2. **Definitions**

IRB Roster: A list of all active IRB members.

Regular Member: A primary member of the IRB.

Alternate Member: A member who is designated to substitute for a regular IRB member for an entire

