1. PURPOSE
1.1. This procedure establishes the process to form an IRB.
1.2. This procedure begins when the Institutional Official has decided to form a new IRB.
1.3. This procedure ends when the new IRB has been formed.

2. POLICY
2.1. The University of Florida maintains a roster of IRBs.

3. RESPONSIBILITY
3.1. A designee of the Institutional Official carries out these procedures.

4. PROCEDURE
4.1. Select an IRB chair, then along with the IRB chair select at least five individuals to serve as IRB members. One or more IRB vice-chairs may be designated.
4.2. Follow “POLICY: IRB Member Addition or Removal (HRP-132)” for each IRB member.
4.3. Reference “IRB REGULATORY GUIDANCE: IRB Composition (HRP-430)” to evaluate whether the IRB is appropriately constituted.
   4.3.1. Revise the membership as needed.
   4.3.2. Complete a new IRB roster.
4.5. Update the roster of IRBs.

5. REFERENCES
5.1. 21 CFR §56.106 and §56.107
5.2. 45 CFR §46.107 and 45 CFR §46 Subpart E