PRIM&R
PUBLIC RESPONSIBILITY IN MEDICINE AND RESEARCH

CIP
CERTIFIED IRB PROFESSIONAL

# CIP® Examination Work Experience Verification Supplemental Form

The Certified IRB Professional (CIP®) certification program is for individuals whose primary job responsibilities include substantial participation in overseeing, administering, or performing the daily activities of an IRB as part of an HRPP. Eligible individuals typically work within an IRB/HRPP office, reviewing IRB submissions, managing the review of IRB materials at IRB meetings, writing IRB minutes, and providing consultation to study teams on IRB submissions. This includes managing the review of protocol materials submitted to the IRB by research teams, for new approval, modification, continuing review, exemptions, reliance activities, and non-compliance/unanticipated problems. Eligible individuals may also be involved in updating the policies and procedures within the IRB/HRPP, providing education to IRB staff and the research community on updates to the federal regulations and guidance documents on human subject protection.

**This form is to be completed by the applicant,**
**and must be included with their CI P Certification Exam Application and CV/resume.**

Candidate Name _____

Job Title _____

Organization _____

Start Date _____ End Date _____

Percentage of work time dedicated to HRPP/IRB administration duties _____ %

**Please check the HRPP/IRB administration-related duties for which you are responsible:**
**(not all need to be checked)**

| | |
|---|---|
| ☐ | Conducting review of materials submitted to the IRB– inclusive of completeness, accuracy of materials |
| ☐ | Conducting expedited and exempt determinations |
| ☐ | Developing and providing education to IRB staff and the research community regarding the laws, regulations and guidance documents on human subject protection |
| ☐ | Managing HRPP policies and procedures |
| ☐ | Managing research protocol approval or reliance process |
| ☐ | Managing review of noncompliance and unanticipated problems on behalf of the HRPP/IRB |
| ☐ | Monitoring and providing regulatory support and expertise during IRB meetings (e.g., monitoring quorum, documenting regulatory determinations, drafting IRB meeting minutes, providing guidance on required determinations) |

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**Please describe the HRPP/IRB administration-related duties for which you are responsible:**
**(Not all duties need to be described)**
**(Provide description for duties indicated in checklist)**

| **Describe how you conduct review of materials submitted to the IRB** |
|---|
| |
| **Describe how you conduct expedited and exempt determinations** |
| |
| **Describe how you develop and provide education to IRB staff and the research community regarding human subject protection** |
| |
| **Describe how you Manage HRPP policies and procedures** |
| |
| **Describe how you manage research protocol approval or reliance process** |
| |
| **Describe how you manage review of noncompliance and unanticipated problems on behalf of the HRPP/IRB** |
| |

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| **Describe how you monitor and provide regulatory support and expertise during IRB meetings** |
| --- |
| |

Please briefly describe any other responsibilities relevant to your HRPP/IRB administration-related role that are not listed in the above checklist.

| |
| --- |
| |

*If your eligible experience is from more than one position, please fill out separate forms for each job.*

I certify that I meet eligibility requirements for certification as a Certified IRB Professional, as outlined in the CIP handbook. My HRPP experience has been substantial and ongoing, as described in the CIP Handbook. I have not had any disciplinary action taken against my professional license or certification which I currently hold or have held in the past. I have read and agree to abide by the Code of Ethics, as outlined in the CIP Handbook. All information provided in support of this application is current, accurate and complete.

Candidate Name (Print) _____

Candidate Signature _____

Date _____