

Example IRB Self Evaluation Survey

The goal of the IRB Member Self Evaluation survey to provide sample questions for institutions, HRPPs, and/or IRBs to select or adapt to help guide and inform the diversity and perspectives of their IRB members. It can also be helpful to understand educational, training, skills development needs.

The choice of what to include and how each question is phrased will be determined by the institutions, HRPPs, and IRBs, and may change over time. The HRPP/IRB may choose to implement this survey as anonymous or identified. Questions listed below that are already part of a routine HRPP or IRB's Membership Survey can be disregarded. Alternatively, this survey could be integrated into the periodic Membership Survey. The questions below are simply suggestions for HRPPs and IRBs to consider, to align with their institutional goals for representation on their IRBs and for the greater considerations of diversity and inclusion in clinical research.

The purpose of this survey is:

- To reflect on member participation and roles
- To provide feedback to IRB and HRPP leadership
- To serve as a basis for potential areas of improvement and education
- To consider inclusion in IRB membership and representation of the research participants in the research that it reviews

Survey Instructions: Please answer all questions as truthfully and honestly as possible. Please submit tis completed evaluation by _____ to _____. If you have questions, please contact _____.

A. Demographic Information	
1. Ethnicity: Please select one or more ethnicity with which you most closely identify	<input type="checkbox"/> Hispanic or Latinx <input type="checkbox"/> Not Hispanic / Not Latinx <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to answer
2. Race: Please select one or more ethnicity with which you most closely identify	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian or Asian American <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other (please specify below) <input type="checkbox"/> Prefer not to answer
Other specification	_____

3. Sex: Please select your sex at birth	<input type="checkbox"/> Male
	<input type="checkbox"/> Female
	<input type="checkbox"/> Prefer not to specify
4. Gender/Gender Identity: Please select the answer with which you most closely identify	<input type="radio"/> Male
	<input type="radio"/> Female
	<input type="radio"/> Trans-male
	<input type="radio"/> Trans-female
	<input type="radio"/> Gender non-conforming
	<input type="radio"/> Other gender identity (please specify below)
	<input type="radio"/> Prefer not to answer
Other specification	_____

B. Professional Information	
1. Professional/position title:	
2. Role on IRB	<input type="radio"/> Research-scientist member <input type="radio"/> Physician-scientist member <input type="radio"/> Non-scientist member <input type="radio"/> Chair <input type="radio"/> Vice-chair <input type="radio"/> Other (please specify below) _____
3. How many years have you served the IRB in this capacity?	<input type="radio"/> 0-2 years <input type="radio"/> 3-5 years <input type="radio"/> 6-10 years <input type="radio"/> >11 years
4. How long have you been involved in human research protections?	<input type="radio"/> 0-2 years <input type="radio"/> 3-5 years <input type="radio"/> 6-10 years <input type="radio"/> >11 years

C. Self Evaluation: Please indicate your level of agreement with the following statements:						
1. I possess sufficient knowledge of/in:						
		Strongly Agree	Agree	Unclear, uncertain	Disagree	Strongly disagree
	a. Applicable ethical principles, regulations and human research standards	<input type="checkbox"/>				
	b. Institutional policies that govern human research at this institution	<input type="checkbox"/>				

c.	My role/responsibilities as an IRB member and, where applicable, as an assigned reviewer.	<input type="checkbox"/>				
d.	The roles and responsibilities of investigators	<input type="checkbox"/>				
e.	The roles and responsibilities of sponsors/investigators	<input type="checkbox"/>				
f.	The Human Research Protection Program (HRPP), including its organizational structure and key components.	<input type="checkbox"/>				
g.	The day-to-day operations of the IRB.	<input type="checkbox"/>				
h.	The day-to-day operations of the Quality Program.	<input type="checkbox"/>				
i.	Meeting agenda items, meeting minutes, and expedited actions.	<input type="checkbox"/>				
j.	Resources, checklists, and worksheets that guide IRB review.	<input type="checkbox"/>				
2. I have an opportunity/feel comfortable to:						
		Strongly Agree	Agree	Unclear, uncertain	Disagree	Strongly disagree
a.	Ask questions in IRB meetings	<input type="checkbox"/>				
b.	Seek advice in IRB meetings	<input type="checkbox"/>				
c.	Express my concerns in IRB meetings	<input type="checkbox"/>				
d.	Be heard in IRB meetings	<input type="checkbox"/>				
3. For the research I review, I feel knowledgeable about:						
		Strongly Agree	Agree	Unclear, uncertain	Disagree	Strongly disagree
a.	The demographics and cultures of the communities from which participants are recruited	<input type="checkbox"/>				
b.	How research is perceived in the communities from which participants are recruited	<input type="checkbox"/>				
c.	Any local organizational or community barriers that would prevent inclusive recruitment of diverse participants in the community (e.g., medical insurance, technology barriers, access, etc.)	<input type="checkbox"/>				

4. I believe that:		Strongly Agree	Agree	Unclear, uncertain	Disagree	Strongly disagree
a.	The selection and appointment process for committee members is appropriate and fair	<input type="checkbox"/>				
b.	There is sufficient expertise on the IRB to evaluate the protocols submitted for review	<input type="checkbox"/>				
c.	There is sufficient diversity on the IRB to evaluate the protocols submitted for review	<input type="checkbox"/>				
d.	The IRB has a diverse membership	<input type="checkbox"/>				
e.	There is sufficient community representation on the IRB	<input type="checkbox"/>				
f.	The IRB committee has the sufficient number of members	<input type="checkbox"/>				
g.	I am comfortable participating in IRB meeting discussions	<input type="checkbox"/>				
5. In the IRB meetings I attend, I believe:						
		Strongly Agree	Agree	Unclear, uncertain	Disagree	Strongly disagree
a.	The qualifications of alternate members are comparable to the primary member to be substituted.	<input type="checkbox"/>				
b.	The members have varying backgrounds to promote thorough and appropriate review of research activities commonly reviewed.	<input type="checkbox"/>				
c.	The IRB is sufficiently representative and/or qualified through its experience, expertise, and diversity in terms of race, sex, gender, cultural backgrounds, and sensitivity to evaluate issues such as community attitudes	<input type="checkbox"/>				
d.	The IRB is sufficiently representative and/or qualified through its experience, expertise, and diversity in terms of race, sex, gender, cultural backgrounds, and sensitivity that promote respect for its advice and counsel in safeguarding the rights and welfare of human participants.	<input type="checkbox"/>				
e.	The IRB includes members knowledgeable of institutional	<input type="checkbox"/>				

	commitments and regulations, applicable law, and standards of professional conduct and practice and has the ability to ascertain the acceptability of proposed research in terms of these areas.					
f.	The IRB possesses the professional competence necessary to review research activities.	<input type="checkbox"/>				
g.	If the IRB regularly reviews research that involves a category of participants that is vulnerable to coercion or undue influence, such as children, prisoners, individuals with impaired decision-making capacity, or economically or educationally disadvantaged persons, the IRB includes of one or more individuals who are knowledgeable about and experienced in working with these categories of subjects.	<input type="checkbox"/>				
h.	The IRB has at least one member who represents the perspective of research subjects.	<input type="checkbox"/>				
i.	The IRB has no members responsible for business development of the organization	<input type="checkbox"/>				
j.	The IRB has no members that own equity in the organization.	<input type="checkbox"/>				

6. Personally, as I participate on the IRB, I feel I represent or can represent: (select all applicable)

	Strongly Agree	Agree	Unclear, uncertain	Disagree	Strongly disagree
a. Blacks and African Americans	<input type="checkbox"/>				
b. Asians and Asian Americans	<input type="checkbox"/>				
c. American Indian and Native Americans	<input type="checkbox"/>				
d. Pacific Islanders	<input type="checkbox"/>				
e. Persons with distinct religious beliefs	<input type="checkbox"/>				
f. Economically disadvantaged individuals	<input type="checkbox"/>				
g. Educationally disadvantaged individuals	<input type="checkbox"/>				
h. Prisoners	<input type="checkbox"/>				
i. Children	<input type="checkbox"/>				
j. Individuals >65years	<input type="checkbox"/>				

k. Persons with impaired decision-making capacity	<input type="checkbox"/>				
l. Pregnant persons	<input type="checkbox"/>				
m. LGBTQIA+ person	<input type="checkbox"/>				

D. Training						
1. I have been <i>offered</i> training in: (select all applicable)						
		Strongly Agree	Agree	Unclear, uncertain	Disagree	Strongly disagree
a.	Implicit bias	<input type="checkbox"/>				
b.	Cultural humility	<input type="checkbox"/>				
c.	Human research protection	<input type="checkbox"/>				
d.	Additional safeguards for vulnerable populations	<input type="checkbox"/>				
e.	Resources to promote diversity, equity, and inclusion	<input type="checkbox"/>				
f.	Data privacy	<input type="checkbox"/>				
g.	Good clinical practice	<input type="checkbox"/>				
h.	HIPAA	<input type="checkbox"/>				
i.	Conflicts of interest	<input type="checkbox"/>				
j.	Other (please specify)					
2. I have <i>completed</i> training in: (select all applicable)						
		Strongly Agree	Agree	Unclear, uncertain	Disagree	Strongly disagree
a.	Implicit bias	<input type="checkbox"/>				
b.	Cultural humility	<input type="checkbox"/>				
c.	Human research protection	<input type="checkbox"/>				
d.	Additional safeguards for vulnerable populations	<input type="checkbox"/>				
e.	Resources to promote diversity, equity, and inclusion	<input type="checkbox"/>				
f.	Good clinical practice	<input type="checkbox"/>				
g.	HIPAA	<input type="checkbox"/>				
h.	Conflicts of interest	<input type="checkbox"/>				
k.	Other (please specify)					

3. Are there additional areas you would like training? If so, please explain below:

4. Please complete the following sentence:

With regard to diversity and appropriate representation of the patient population for which it reviews research, the IRB needs:

5. With regard to diversity and appropriate representation of the patient population for which the IRB reviews research, what do you think is most important to improve on at this time?

Please feel free to provide additional comments, feedback, and suggestions: