**The purpose of this survey is to:**

* Reflect on the chair role
* Provide feedback to IRB and HRPP leadership
* Serve as a basis for potential areas of improvement and education

**Survey Instructions:**

Please answer all questions as truthfully and honestly as possible. Please submit this completed assessment form by \_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_. If you have questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

IRB Chair Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| 1. **Please indicate your level of agreement with the following statements:** | | | | |
| **I possess sufficient knowledge of/in:** | | | | |
|  | Strongly  Agree | Agree | Disagree | Strongly  Disagree |
| Applicable ethical principles, regulations and human research standards |  |  |  |  |
| Institutional policies that govern human research at this institution |  |  |  |  |
| My role/responsibilities as an IRB chair |  |  |  |  |
| My role/responsibilities as a reviewer |  |  |  |  |
| The roles and responsibilities of investigators |  |  |  |  |
| The roles and responsibilities of sponsors/sponsor-investigators |  |  |  |  |
| The Human Research Protection Program (HRPP), including its organizational structure and key components |  |  |  |  |
| The day-to-day operations of the IRB |  |  |  |  |
| The day-to-day operations of the Quality Improvement Program |  |  |  |  |
| Meeting agenda items, meeting minutes, and expedited actions. |  |  |  |  |
| Resources, checklists, and worksheets that guide IRB review |  |  |  |  |
| If "Strongly Disagree," "Disagree," or “Unable to Assess” was selected in the question above, why did you select that response?  Click or tap here to enter text. | | | | |

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| **2. Please indicate your level of agreement with the following statements related to IRB Meetings:** | | | | |
|  | Strongly  Agree | Agree | Disagree | Strongly Disagree |
| I review the agenda prior to the meeting/am familiar with agenda items |  |  |  |  |
| I appear on camera during virtual meetings |  |  |  |  |
| I attend meetings from a quiet location |  |  |  |  |
| I employ the use of a laptop or tablet to make it possible to view the agenda and study related materials |  |  |  |  |
| I use the “raise hand” or “yes” function to vote |  |  |  |  |
| I am respectful of other opinions and perspectives |  |  |  |  |
| I disclose personal conflicts of interests for projects under review |  |  |  |  |
| While on camera, I am aware of sounds or images in my surroundings that could cause distractions to other members |  |  |  |  |
| I use the Chat feature to ask questions and monitor questions from other members |  |  |  |  |
| I use the Chat feature to communicate with HRPP/IRB staff if I am in need of assistance |  |  |  |  |
| I am engaged in the discussion (e.g., ask questions, raise concerns) |  |  |  |  |
| I maintain confidentiality of IRB information |  |  |  |  |
| I regularly respond to iStar meeting invitations |  |  |  |  |
| I treat members with respect during the meetings |  |  |  |  |
| I create an environment where members are comfortable voicing an opposing view |  |  |  |  |
| If "Strongly Disagree," or "Disagree," was selected in the question above, why did you select that response?  Click or tap here to enter text. | | | | |

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| --- | --- | --- | --- | --- | --- |
| 1. **Please indicate your level of agreement with the following statements related to your role as a reviewer:** | | | | | |
|  | Strongly  Agree | Agree | Disagree | Strongly Disagree | Not Applicable |
| I post a written review in iStar prior to the meeting |  |  |  |  |  |
| I review submissions irrespective of whether I am able to attend the meeting |  |  |  |  |  |
| I notify the analyst for the study or the Lead Analyst for the committee if I am unable to complete a review for a meeting |  |  |  |  |  |
| I reach out to the analyst with questions about the application or study *(full board or expedited)* |  |  |  |  |  |
| I reach out to the analyst with questions about applicable regulations or policies pertaining to the study *(full board or expedited)* |  |  |  |  |  |
| I review expedited studies/amendments in a timely manner |  |  |  |  |  |
| I provide clear contingencies for the analysts to relay to the investigator |  |  |  |  |  |
| If "Strongly Disagree," "Disagree," or “Not Applicable” was selected in the question above, why did you select that response?  Click or tap here to enter text. | | | | | |