



7A-35

POLICY ON ACUC AND IRB COMMITTEE MEMBER APPOINTMENT, TERMS OF SERVICE, AND COMPENSATION

Responsible Executive: Vice President for Research
Approving Official: Vice President for Research
Effective Date: July 1, 2022
Revision History: New

I. INTRODUCTION

The purpose of this policy is to outline appointment procedures, terms of service, and compensation of Florida State University (FSU) Animal Care and Use Committee (ACUC) and Institutional Review Board (IRB) members. The ACUC and IRB are referred to as “committees” for ease of readability. This policy originates from and is managed at the discretion of the Office of the Vice President for Research (OVPR).

II. POLICY (Including any Forms and Attachments)

The Vice President for Research (VPR) or designee oversees this policy. Hereinafter, the acronym “VPR” will mean the “VPR or designee.”

The Animal Care and Use Committee (ACUC) and the Institutional Review Board (IRB) membership and appointment procedures will conform to applicable federal regulations and guidelines.

ACUC and IRB committee chairs are formally appointed, at the discretion of the VPR, to a renewable two-year term. Each chair should be rotated after two terms to allow the vice chair to assume the role of chair.

ACUC and IRB members are formally appointed to an initial two-year term by the VPR, which is renewable by the VPR for another two-year term, for a maximum of two consecutive terms or four years total. Members may be appointed to a third term at the discretion of the VPR due to extenuating circumstances as determined by the VPR.

When new members are necessary, the responsible director of Laboratory Animal Resources or the Office for Human Subjects Protection will work with their respective chairs to identify and review possible candidates for consideration. The responsible director and committee chair will forward screened candidates to the VPR. The VPR shall review the qualifications of forwarded candidates and make final appointment decisions. The VPR will issue formal appointment letters to new members specifying terms of service.

ACUC and IRB members will receive an annual non-salary funding allocation in the amount of \$2,500 for committee service, to be used as follows:

- Teaching & Research Faculty: To support their research and creative activities, such as supplies, travel, research venues, journals, equipment and student support.
In addition, if the IRB or ACUC member has sufficient funds available from their allotment, they may, with the approval of their Dean and Chair/Director and in accordance with the relevant College and Departmental policies, have their department identify an adjunct or graduate student to teach one (1) of their courses during the academic year; funds for this, not to exceed the current available balance from the member's account, will be transferred from OVPR to the department for the cost of the teaching appointment.
- Florida State University Staff: To support their professional development, such as travel to a conference or meeting, professional society memberships, books, journals or other professional resources.
- Community Member Volunteers (as permitted by regulatory requirements): To provide a nominal fee as a token of appreciation for their service to the committee.

Note: Committee members employed by Office of Human Subjects Protection (OHSP), Laboratory Animal Resources (LAR), Environmental Health & Safety (EH&S) and Research Legal serve on the committee as part of a requirement of their position descriptions, and thus are not eligible for an allocation.

Funds will be distributed at the beginning of each fiscal year for continuing members or at the time of appointment for new members. New members appointed by January 1 of each year shall receive the full allocation; and those members appointed after January 1 of each year shall receive a prorated amount. The funds will be administered through the OVPR. Funds may be carried forward each fiscal year up to the maximum available balance of \$10,000. Subsequent allocations will be prorated or withheld based on the carry forward balance at fiscal year-end. Unused funds may be retained for the duration of member's employment at FSU, even after their term of service is completed.

Subordinate standard operating procedures for IRB and ACUC will be consistent with this policy, and may include other FSU requirements, such as committee membership qualifications, regulatory requirements of committee composition, and additional details regarding use of the annual non-salary funding allocation specific to each committee.

III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

State of Florida Statute 1004.22

/s/ Laurel Fulkerson

[Proof of approval retained in file]