

**BRI IRB SUPPORT STAFF JOB DESCRIPTION SHEET:**

The following IRB staff reports to **Chris Weir, CIP, IRB Manager**  
[cweir@benaroyaresearch.org](mailto:cweir@benaroyaresearch.org) Phone: (206) 341-0787

**Ted Armbruster, CIP, Full Board IRB Coordinator**

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(206) 625-7373, x61377

- Coordinate and process all Full Board Review Initial and Continuing Review submissions and Study Modifications to the same.
- Compose Full Board IRB meeting minutes.
- Compose meeting result letters to study investigators, relaying specific Board requests and timely follow-up of the same.
- Coordinate electronic distribution/review of Full review items (once “e-Review” is implemented)
- Pre-screen federal grants for concordance with the corresponding IRB Initial application(s) they will fund, and review all federal funding source additions to existing, approved IRB studies.

**Susan Gordon, CIP, Expedited IRB Coordinator**

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- Coordinate and process all **Non-Full Board** Initial and Continuing Review submissions (and Study Modifications to same) including but not limited to Expedited, Exempt, Cooperative and NCI CIRB items.
- Feasibility review back up to the IRB Manager.
- Develop and implement IRB internal Quality Assurance (QA) process and Documents
- Compose non-Full Board IRB meeting minutes to include Initial Reviews, Continuing Reviews, Modifications, Study Closures initiated by the IRB office & miscellaneous items.
- Pre-screen federal grants for concordance with the corresponding IRB Initial application(s) they will fund, and review all federal funding source additions to existing, approved IRB studies.

**Rainier Reyes, IRB (75%) and ACUC (25%) Coordinator**

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- Coordinate and process Western IRB (**WIRB**) submissions and track post-approval study documents and processes.
- Coordinate and process all BRI IRB Safety Reporting (i.e. on-site/off-site Serious Adverse Events).
- Coordinate and process all BRI IRB Closures.
- Data and log entry, pre-screening, and appropriate flow of submitted items to IRB co-workers.
- Compose non-Full Board IRB meeting minutes.
- Primary CITI Ethics education contact for investigators and coordinators.
- Coordination of the Animal Care and Use Committee (ACUC).