1. PURPOSE

1.1. This procedure establishes the process to conduct investigations.
1.2. The process begins when the IRB staff members and chair cannot answer a question required by “SOP: New Information.”
1.3. The process ends when the investigation is complete and the answer has been provided to the [Organizational Official].

2. POLICY

2.1. None.

3. RESPONSIBILITY

3.1. The [Organizational Official] or designee:
   3.1.1. Appoints the members of the investigative committee based on the expertise and background needed to answer the question.
   3.1.2. Appoints a chair of the investigative committee.
   3.1.3. Charges the investigative committee with the question to be answered.
3.2. The investigative committee carries out these procedures within 60 days.
3.3. Investigative committee members make their decisions based on a preponderance of the evidence.
3.4. Investigative committee decisions are made by majority vote.
3.5. Individuals being interviewed may have counsel present. However, counsel cannot address the investigative committee. The investigative committee by a vote of the majority may exclude counsel when in the opinion of the investigative committee that person’s presence is disruptive.

4. PROCEDURE

4.1. Notify the investigator that an investigation is being conducted, the question to be answered, and the time frame for completion.
4.2. Determine what information to gather and what individuals to interview.
4.3. Gather information and interview individuals.
4.4. If the investigative committee believes that a transcription of the interviews will be required to make a proper decision, the investigative committee may request a court stenographer to record all interviews.
4.5. Repeat information gathering and interviews until a decision can be made.
4.6. The investigative committee provides a written report of the investigative committee’s decision to the [Organizational Official].

5. REFERENCES

5.1. None