

MISSISSIPPI STATE UNIVERSITY INSTITUTIONAL REVIEW ENTITY CHARTER

Policy and Purpose

The existence of an Institutional Review Entity (IRE) is required by the United State Government (USG) *Policy for Institutional Oversight of Life Sciences Dual Use Research of Concern (DURC)*. The Mississippi State University (MSU) IRE reviews research subject to the scope of the USG DURC policy. The IRE is charged with providing institutional assurance to the Vice President for Research and Economic Development that MSU is in compliance with the policy. The IRE is a subset of the Institutional Biosafety Committee (IBC) minus the community members (which are required for the IBC).

Functions and Responsibilities

The IRE does the following:

1. Reviews research identified by the principal investigator (PI);
2. Verifies that the research involves one or more of the 15 listed agents;
3. Reviews the PI's assessment and makes final determination as to whether the research meets any of the seven experimental effects;
4. Determines if the research meets the definition of DURC.

For research that is determined to be DURC, the IRE will:

1. Consider the risks and benefits of conducting the research;
2. Work with the appropriate federal funding agency to develop a risk mitigation plan;
3. Review the risk mitigation plan at least annually and modify the plan as needed.

Specific Functions

The Institutional Contact for Dual Use Research (ICDUR) does the following:

1. Serves as the institutional point of contact for questions regarding compliance with and implementation of the requirements of the DURC oversight policies;
2. Serves as the liaison between the institution and the relevant USG funding agency;
3. Consults with the relevant USG funding agency when the institution seeks advice on matters related to DURC.

Membership

The IRE is a subset of the Institutional Biosafety Committee (IBC) minus the community members (which are required for the IBC).

The IRE Chair shall be the IBC Chair.

The IRE Vice-Chair shall be the IBC Vice-Chair.

The ICDUR is a permanent member appointed by the Vice President and is the biosafety officer.

The Research Compliance director is a permanent non-voting member appointed by the Vice President.

Composition

The IRE is composed of no fewer than five members with knowledge of US government policies and sufficient range of expertise to assess the dual use potential of research conducted at MSU.

The IRE may use additional *ad hoc* members to execute its responsibilities or acquire needed expertise for review of research.

Meetings

The meeting format should facilitate the taking of minutes. The meetings are not open to the public and meeting minutes are not required to be released for public review. The review process for research subject to the policy may be released per request.

The IRE will conduct meetings as needed for the conduct of business. The IRE meeting will run sequentially with the IBC meeting. A proposed agenda will be developed and distributed before each meeting. Meetings will proceed and official business be conducted only when a quorum, defined as more than half of the members, is present. All research subject to the *DURC Policy* must be reviewed at a convened meeting of the IRE with a quorum present. Meeting minutes will be taken to accurately reflect the topics of discussion. Minutes will be reviewed, approved by the members and maintained on file.

Attendance and Participation

If an IRE member fails to attend three or more meetings during an annual term (August through July) or fails to participate in reviews of research, the IRE Chair may consult with the RC Director and the ICDUR to recommend the member's release and replacement by the Vice President.

Confidentiality

All business of the IRE shall be subject to disclosure according to MSU policy, the *DURC Policy* and the Freedom of Information Act.

Conflicts of Interest

No member of the IRE may review a project with the following conflicts:

1. Institutional conflict of interest
2. Conflicts of commitment
3. Individual conflicts
 - a. Financial
 - b. Competing

IRE Charter Approval

IRE members will review proposed changes to this Charter and make recommendations regarding adoption of the changes. The ICDUR will submit the IRE recommendations to the Vice President for approval.

Effective: 9.24.2015

Vice President for Research and Economic Development

Date