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**Boston  
Children's  
Hospital**

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Owner Susan Kornetsky:  
Manager  
Department Research  
Applicability Boston Children's  
Hospital- Policies  
& Procedures

## Institutional Review Board (IRB) Administrative Office Resources Policy/Procedure

### Internal Approval

SVP, Research Administration

### Scope

This policy applies to the Boston Children's Hospital (BCH) Research department and the respective staff.

### Policy Statements

This policy describes the process for requesting and securing resources for the Institutional Review Board

Boston Children's Hospital maintains an administrative office to oversee the Human Subject Protection Program (HRPP), and to provide administrative support to the Institutional Review Board (IRB) and the Education and Quality Improvement Program (EQIP).

The Senior Director of Clinical Research Compliance reports to the Vice President of Research Administration. It is the responsibility of the Senior Director of Clinical Research Compliance to identify the immediate and long-term resource requirements of the Human Research Protection Program, and to provide for them as appropriate.

The IRB Office maintains its own general funds budget. The general funds budget is a component of the overall budget for Research Administration. The Boston Children's Hospital budget year begins October 1.

# Procedures

## Budget Development

In developing the budget, the Senior Director is expected to comply with Hospital guidelines for budget preparation.

1. Operational and capital budget requests are prepared on an annual basis for submission to the Vice President for Research Administration for review and approval.
2. The budget is then processed through the appropriate institutional channels for review and approval.

Capital funding requests are a component of the capital fund allocation to Research Administration.

1. On an annual basis, the Senior Director of Clinical Research Compliance submits requests for capital funding to the Vice President of Research Administration
2. On an annual basis, the Senior Director of Clinical Research Compliance prepares and submits a proposed general fund budget to the Vice President of Research Administration.
  - a. In preparing both the general fund and capital budgets, the requirements of the IRB and the Education and Quality Improvement Program are considered.
  - b. The IRB Chair and all staff are included in the budget planning process.

The proposed budgets are reviewed by the Vice President of Research Administration and submitted for approval.

## Unanticipated Funding Requests

As necessary, requests for increases must be justified and required reductions are to be discussed prior to implementation.

1. Should unanticipated funding requirements arise over the course of the budget year, the Senior Director of Clinical Research Compliance prepares a request for additional funding for submission to the Vice President for Research Administration for consideration.

## Approval Signatures

Step Description	Approver	Date
Co-chair Approval	David Davis	3/1/2025
Site Administrator: Education/ Training Requirement	Dwight Mayfield	2/26/2025
Steering Committee	Dwight Mayfield	2/26/2025

Required Departmental Review/Approval	August Cervini	1/17/2025
Committee Chair(s)	Susan Kornetsky: Manager	1/17/2025
Contributor(s)	Susan Kornetsky: Manager	1/17/2025
Document Owner	Susan Kornetsky: Manager	1/17/2025

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## Applicability

Boston Children's Hospital- Policies & Procedures

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