Institutional Review Board Minutes  
April 12, 2012  
Burnett Hall Board Room

- Call to order 3:00 pm
- Members Present: Sean Eastman, John Kraft (chair), Delana Nivens, Patricia Holt, Greg Wimer, Joyce Bergin  
  Guest: Brian Phipps
- The minutes of the previous meeting were approved with changes to attendance and John Kraft volunteered to take minutes for the meeting.
- The first course of IRB business was to conduct a full review of an IRB application (#1013) submitted by student Brian Phipps with Dr. Riemann as the faculty supervisor (not in attendance). The IRB voted to defer the IRB application. The applicant was asked to complete a new IRB form (with signatures) and resubmit for a full review. The resubmitted application is due to the IRB chair on April 23rd. The IRB members made the following recommendation:
  - Describe in detail how the health screening instruments will be used to exclude at risk participants (e.g., a decision tree format).
  - Eliminate all unnecessary questions from the health screening instruments.
  - Describe who will retain data and signed consent forms, and how they will be destroyed after five years and by whom.
  - Reframe the consent form to:
    - not stipulate good health before the participants have completed the screening instruments. Instead describe their participation as being contingent upon reporting good health indicators.
    - not require participants to declare understanding of various issues. Instead describe the facts of participation (e.g., “As a voluntary participant you can withdraw from the study at any time” versus “you understand that you are not required to take part in this research study....”).
    - use parsimonious and clear language wherever possible and avoid undefined acronyms (e.g., ACSM).
    - not reveal the hypothesis of your study.
    - explain how proper form with weightlifting will be assessed instead of having participants declare they are familiar with good form.
    - remove the statement about not waiving rights for any injuries.
  - Describe in a brief script how participants will be recruited by “word of mouth”.
  - Include an Emergency Plan.

- To expedite the review of the deferred application, board members agreed to meet on April 30 at 3pm in the President’s Board Room.

- The board reviewed additional changes to the IRB application and recommended that it be disseminated by early May.

- The board discussed the need to provide guidelines to applicants so that consent forms are higher quality.

The meeting adjourned at approximately 4:30 pm.