Institutional Review Board meeting
August 27, 2010
President’s Board Room – Burnett Hall

Minutes

- Call to Order: 1:05 pm
- Introductions:
  - Members of the Board introduced themselves by their positions, their specialties, and their experiences with IRBs.
  - John Kraft (Chair), Joyce Bergin, Delana Nivens, John Markham, Sara Plaspohl, Susan Arshack, Mark Finlay, Sean Eastman, Jane Wong attended.
- The Board members discussed issues and concerns that they want to see addressed
  - Review and update the current web site.
  - Maintain a list of IRB membership of the website.
  - Set a calendar of meetings (once per month, 1st week per month) on the web site
  - List submission deadlines and procedures on web site
  - Amend IRB protocol to require a dean’s signature
  - Update the IRB process slide show
  - Some kind of IRB certification for IRB members.
    - The NIH website for online human subject protections training was recommended
- IRB certification segued to a discussion on the new NSF requirement for training on Responsible Conduct of Research (RCR).
  - NSF now requires of institutions with NSF grants:
    - A designated institutional RCR compliance person
    - A plan for RCR training for all researchers working on NSF grants.
    - A verification process of RCR training
  - To be in compliance the Board suggested
    - Someone from Academic Affairs (e.g., AVPAA, Director of Sponsored Research) should be the compliance person in charge of verification
    - Use the CITI program for RCR training
      - [www.citiprogram.org/rcrpage.asp?language=english&affiliation=100](http://www.citiprogram.org/rcrpage.asp?language=english&affiliation=100)
      - CITI provides documentation of training completion
    - The IRB chair agreed to discuss the matter with the VPAA.
  - Members of the Board agreed that IRB applicants should also take part in RCR training
- The Board members discussed the history of IRB protocol procedures at AASU and how other institutions handle these documents. The following was agreed upon:
  - The IRB Chair shall receive IRB protocols and process them administratively
    - Paper protocols filed securely
• Database maintained
  o The IRB Chair shall make the first determination of level of review
    ▪ Options: Exempt, Expedited, or Full Review
    ▪ Consult with IRB members as necessary.
  o If exempt from review, the IRB protocol applicant is notified immediately
  o If expedited review is determined, someone from a related field but preferably not of
    the same department as the applicant shall be asked to review the protocol.
    ▪ Expedited reviewer may contact applicant for more information
    ▪ Expedited reviewer may approve or deny
    ▪ Expedited reviewer may call for a full review.
    ▪ The IRB chair shall notify the applicant of the reviewers determination
  o If a full review is deemed necessary, the applicant shall be invited to attend
    ▪ Copies of the IRB protocol shall be distributed at least 5 business days prior
    ▪ Protocols can be amended by the applicant to gain IRB approval
• The Board members distributed protocols for expedited review
  o Protocol number 865 – John Markham
  o Protocol number 866 – Donna Brooks
  o Protocol number 867 – Delana Nivens
  o Protocol number 868 – Jane Wong
  o Protocol number 869 – Jane Wong
  o Protocol number 870 – Sara Plaspohl
  o Protocol number 871- Joyce Bergin
• The Board meeting adjourned approximately 2:30 pm.