Institutional Review Board meeting  
September 8, 2010  
President’s Board Room – Burnett Hall  

Minutes  

• Call to Order: 10:00 am  
• Board members in attendance: John Kraft (chair), Susan Arshack, Donna Brooks, Delana Nivens, Joyce Bergin, Trish Coberly-Holt, Jane Wong, Sara Plaspohl, and John Markham.  
• Minutes from 08/27/10 meeting were approved.  
• Responsible Conduct of Research (RCR) Plan:  
  o Susan Arshack presented a draft of an interim RCR plan.  
  o Members of the Board approved of the general plan of having the Director of Sponsored Programs be the person responsible for verifying that National Science Foundation (NSF) grant researchers complete the CITI RCR training program and that the VPAA would be notified if anyone was in noncompliance.  
  o Dr. Joyce Bergin provided informative handouts on the CITI RCR training program.  
  o Edits of the RCR plan were solicited by Susan Arshack  
  o Dr. Delana Nivens shall be forming an ad hoc committee with AASU stakeholders in the NSF grant process to consider a long term solution to the RCR requirement set forth by the NSF.  
• IRB applicants and NIH Protection of Human Subjects Research Participants  
  o The Board agreed that all IRB applicants (faculty and students alike) should be certified in the protection of human subject research participants.  
  o Training can be obtained from http://phrp.nihtraining.com/users/login.php  
  o Beginning on January 1, 2011, IRB applicants must provide proof of PHRP training certification by attaching their certificates to the IRB application.  
  o Certification shall expire after 3 years.  
• All signers of an IRB application and NIH Protection of Human Subjects Research Participants  
  o The Board agreed that anyone who signs an IRB application should be certified in the protection of human subject research participants.  
  o This includes all IRB members, department heads, faculty/staff researchers, student researchers, and deans (when the IRB application is amended to include their signature).  
  o Board members agreed to complete the NIH PHRP before the next IRB meeting in October and file their certificate with the IRB chair (John Kraft).  
• Discussion of revamping IRB website  
  o All board members agreed that the website needs updating and improvement  
  o The Chair agreed to set IRB meeting dates for the rest of the semester  
  o The IRB chair agreed to distribute current faculty handbook documentation on the IRB  
  o Sara Plaspohl agreed to provide IRB reviewer check sheets.
Board members agreed to review forms found on the IRB website for updating and revision.  
- [http://www.armstrong.edu/Departments/graduate_studies/graduate_institutional_review_board](http://www.armstrong.edu/Departments/graduate_studies/graduate_institutional_review_board)  
Board members agreed that the IRB website should be based on the website for Academic Affairs.

- Full IRB Review of IRB application #872  
  - Members of the Board expressed a variety of concerns about IRB application #872 including the number and types of courses involved, informed consent from parents, assent from children, refusal of children to participate, the relationship between the client and student behavior analyst, tone of language regarding risks and benefits, students assessing themselves, standardization of functional analysis checklist, level of supervision, consent from the educational facilities, and the use of video tapes.  
  - The overall recommendation to the IRB applicant was to revise according to the Board members’ suggestions and resubmit separate IRB applications because too many projects with different issues were included in one IRB application.  
  - IRB application #872 was not approved.

- The Board meeting adjourned at approximately 12:00 pm.