IRB meeting minutes
February 22, 2017

Attendees: Tim Beyer, Sara Protasi, Sarah Moore, Andreas Udbye, Barbara Warren, Tatiana Kaminsky, Geoff Proehl, Joel Elliott, Brad Richards, Jan Wolfe (community member)

Call to order: 12:00 pm by Beyer

Minutes from 1/25/17 approved

Exempt/Expedited protocols approved since January 25, 2017 meeting

1617-027-1	Expedited
1617-045	Expedited
1617-048-1	Expedited
1617-057	Expedited
1617-059	Expedited
1617-060	Expedited
1617-062	Exempt
1617-061	Expedited
1617-062	Expedited
1617-063	Expedited
1617-064	Expedited

Updates and announcements

Outstanding full board protocols: 1617-02.1 (1617-051): all changes were made and it was approved last week. Still haven't heard back from researchers on 1617-053.

Beyer met with Jimmy McMichael and reported that:

o   Student CITI training documentation is going really well. McMichael reported that things are going very smoothly. Very few questions have arisen and very few protocols have been submitted without the CITI training completed. McMichael feels this is fine to continue.

o   Always cc "irb@pugetsound.edu" on ALL correspondence to allow tracking if questions arise. Protocol number in the subject line will facilitate the tracking/storage process.

Simplified "Protocol Flowchart" (see attached)

Reviewed and discussed by the committee members. Andreas suggested that wording on point 1 be adjusted so that it was clear that BOTH a hardcopy AND an electronic copy was needed. A couple of additional corrections were brought up, including more details instructions about how to access the share drive. Discussion about the protocol itself,

including IRB member responsibilities with uploading Protocol Decision Documents and all revisions to the protocols. A couple of questions arose about protocol, including about whether or not the body of the "Protocol Decision Documents" can be copied into an email or if there should be separate attachments. Beyer will clarify that point.

Workgroup assignments, tasks, report dates

Beyer split up the "policy" workgroup. He reviewed the new workgroup assignments, including proposed reporting dates. Those are as follows:

Workgroup 1: Off-campus researchers

Member: Tatiana Kaminsky

Tasks: Working with Kris Bartanen and the Puget Sound legal team, clarify and finalize policy to present *on 3/22 full board meeting*

Workgroup 2: Policies and administration

Members: Sarah Moore, Andreas Udbye, Brad Richards, Tim Beyer, Jan Wolfe

Tasks: Verbal consent and tracking verbal consent; written consent and storage (Andreas); study follow-up form and tracking. Present *on 3/22 and 4/26 full board meetings*

Workgroup 3: Forms and requirements

Members: Barbara Warren, Joel Elliott (with input from Brad Richards)

Tasks: Updated CITI training instructions (Brad); follow up with on CITI training with department heads (Joel); clarify protocol template and add clearer wording/expectations (Barbara). Present *on 3/22 and 4/26 full board meetings*

Workgroup 4: New IRB members

Members: Geoff Proehl, Andreas Udbye, Sara Protasi, Tim Beyer

Tasks: Finalized training schedule and packet *by 4/26 full board meeting*

Update: Protasi has been looking through the preliminary materials as she orients to the committee. She has made some recommendations for revisions. Those will be presented at a future meeting.

Some discussion among workgroup members to set up additional meeting times and plan next steps

Adjourned 12:36 pm.

Respectfully submitted,
Tatiana Kaminsky

1) The principal investigator (PI) submits their protocol to Jimmy McMichael as:
    a. A hardcopy in Jones 212 (CMB 1020)
    b. An electronic copy (irb@pugetsound.edu)

2) Upon receipt, Jimmy logs the details of the protocol into our database. Using the level of review identified by the PI, Jimmy will either assign a *single reviewer* (for protocols marked exempt/expedited) or send the protocol to the *full board* (for protocols marked full board).

3) For exempt/expedited protocols:
    a. Jimmy will notify you via e-mail when a protocol has been assigned to you. The protocol will be attached in the e-mail. You can also access this protocol via the shared IRB drive (//merlin2/irb/). Once logged in, the folder *Protocols* contains sub-folders with the protocol number that has been assigned to you. You will find the protocol in that folder.
    b. Confirm that the PI has identified the correct level of review (see "Levels of Review Checklist")
        i. If correctly identified as exempt/expedited, please review protocol.
        ii. If incorrectly identified as exempt/expedited, please e-mail Jimmy to alert him that this protocol requires full board review and must be sent to the full committee.

4) Review of exempt/expedited protocols:
    a. *If revisions are required* before the protocol can be approved, the required changes must be communicated with the PI via e-mail. The PI must resubmit the revised document(s) to the reviewer via e-mail. All requested revisions must be satisfied before the reviewer can approve the protocol.
        i. Considerations during the review process:
            1. The reviewer should communicate with the PI within 3 business days of receipt of a protocol or resubmission.
            2. Use the standardized e-mail responses found on the share drive (under *Resources for IRB Members/ Training/ Standardized E-mail Responses*) for all *student protocols*. You can amend these responses for non-student protocols.
            3. If the PI is a student, include the student's advisor on all correspondence. The advisor's name is on the coversheet.
    b. *Once the protocol can be approved*, communicate this decision with the PI by using the Protocol Decision Document, found on the share drive under *Resources for IRB Members/Forms*.
        i. Upload the following into the appropriate protocol folder on the share drive:
            1. Protocol Decision Document
            2. All revised documents

       ii. Bring the list of protocols you reviewed since the last full board IRB meeting. We will collect protocol numbers and status (approved, revisions required, rejected).
c. All written communication between the reviewer and the PI *must* be retained. Thus, please cc irb@pugetsound.edu *on all e-mail correspondence*

****Once review of an expedited/exempt protocol is complete, each folder on the IRB share drive *must* contain the following:

d. Original protocol (uploaded by Jimmy)
e. Revised protocol (if any revisions were requested by the reviewer)
f. Protocol Decision Document

5) If a protocol requires full board review, Jimmy will make the protocol available to the full committee. We will discuss the protocol at the next full board meeting. The IRB chair will communicate decisions, including if revisions are required, with the PI.