Institutional Review Board Minutes
Nov 15, 2017

Participants:
Tim Beyer (Co-chair), Joel Elliott (Co-Chair), Lisa Ferrari, Wendell Nakamura, Mike Pohl, Sara Protasi, Mark Reinitz, Alexa Tullis, Andreas Udbye, Jan Wolfe (community representative)

Call to Order:
The meeting was held in Wyatt Hall, Rm. 326. Beyer called the meeting to order at 1:00pm.

Approval of Minutes:
Minutes from Oct. 11, 2017 were unanimously approved.

Review of Exempt/Expedited Protocols:

1718-003	1718-012	1718-019	1718-027	1718-036
1718-004	1718-013	1718-020	1718-029	1718-037
1718-006	1718-014	1718-021	1718-031	1718-038
1718-007	1718-015	1718-023	1718-032	1718-039
1718-008	1718-016	1718-024	1718-033	1718-040
1718-009	1718-017	1718-026	1718-035	
1718-011	1718-018			

Review of Full Board Protocol 1718-022
The full board reviewed protocol # 1719-022 and noted various issues that must be addressed before approval can be granted. Elliott and Beyer will communicate these issues directly to the Principal Investigator; once all issues have been addressed, the study will be approved.

Discussion of the Revised IRB Protocol Template
In order to expedite the review process, the IRB committee had developed a revised IRB protocol template during the AY 16-17 (see attached). This revised template includes prompts for more information that is typically absent from protocols and can slow down the review process. Elliott and Beyer provided the current full committee with this template to ask for further revisions.

Tullis asked a question about confidentiality of data: is there a standard procedure or best practice? In particular, she wondered whether third-party storage such as Google docs could be used. Ferrari answered that it is not possible. Beyer remarked that the IRB could provide a standard request concerning such matters. Pohl observed that there are federal regulations on how long one can keep the original recording.

Protasi asked whether it was possible to use female names on the template, and suggested two (Jane Jensen and Jamila Johnson).

Reinitz suggested that the IRB require a separate section with a research description that includes a literature review. Tullis asked whether that's the same as "purpose" of the study. Ferrari replied that the purpose is different from the research question and seconded Reinitz's suggestion. The IRB members agreed on adding a separate section in the protocol description. Further discussion ensued on how to best organize portions of the template, e.g., on how to highlight the "Risks to Participants" section and whether the standard statement provided under "Confidentiality of Data" was adequate. Beyer will type up these revisions and circulate the updated protocol template to the committee members for feedback.

The meeting was adjourned at 1:50pm. The next meeting will be **December 13 2017, 10:00-11:0am, Wyatt Hall, Rm 326**.

Respectfully submitted,
Sara Protasi and Tim Beyer

(A) PROTOCOL DESCRIPTION:

1. **Introduction:** briefly introduce the topic of your research with appropriate background information and citations.
2. **Purpose:** clearly state the purpose of the study.
3. **References:** provide a list of the references you have used in providing background information for your study (include this section only if applicable).

(B) **METHOD AND MATERIALS:** for each of the following subheadings explain how you will conduct your research.

1. **Subject recruitment:**
   a. number of subjects
   b. how and where subjects will be recruited (word of mouth, posters on campus emails, etc.)
   c. criteria by which subjects will be included or excluded (gender, athletes, age, race, etc.). (If the study involves students from the University of Puget Sound the following standard statement may be used: The subject population will resemble the _____ Department subject pool at the University of Puget Sound in terms of age, ethnicity, and gender.)
   d. explain the method of obtaining informed consent.
   e. explain any special conditions or procedures that will be necessary for the project. (write "N/A" if not applicable)
   f. all studies carry at least minimal risk; explain the nature of risks that might occur to the subjects from participating in this study (physical, psychological, social, legal, or economic; see the IRB website for additional information on how to classify risk: https://www.pugetsound.edu/gateways/faculty-staff/institutional-review-board/)
   g. describe the precautions you have taken to minimize risks

2. **Instrumentation:** describe any equipment, surveys, software, etc. that will be used in the study, and include validity and reliability of the instrumentation if relevant.

3. **Data collection:** procedures of data collection need to be clearly described. (e.g. how many times the subject must be tested, how long will the testing session last, what is the subject to actually do during the testing session, are there treatments/interventions, for ethnographic research methods specify interview type (structured, semi-structured, unstructured) along with questions and/or interview guide, etc.)

4. **Data Analysis**: explain clearly how the data will be analyzed (e.g. qualitative research themes, ANOVA, t-tests, etc.) and the level of significance, if relevant.

(C) CONFIDENTIALITY OF DATA: Explain how data will be secured to safeguard identifiable records of individuals. This might include how and where the data will be housed, how the data were recorded (audio or visual tapes, paper pencil, etc.), how long the data will be kept, how it will be disposed of, who will have access to the data, etc. Also, in certain studies that require deception and/or assent may need to be addressed.

(Standard statement: The names of participants will not appear on materials containing their responses. All identifying materials such as the consent forms will be scanned and stored on the secure University computer system. Hard copies of scanned consent forms will be destroyed immediately; scanned consent forms will be deleted after seven years.)

(D) **BENEFITS:** Describe the anticipated benefits to subjects, science, and/or society, that may occur as a result of this study.

(E) **QUALIFICATIONS OF INVESTIGATOR(S):**

1. If a faculty member is involved please summarize their qualifications
   a. e.g. Jim Jensen is an associate professor in the Department of Psychology and has conducted and published many research studies dealing with Social and Cross-Cultural Psychology.
2. If students are involved, please indicate why you are qualified to conduct the research
   b. e.g. Joe Johnson is a senior in the Department of Psychology and has taken the following classes which provide him the skills to conduct this research: Developmental Psychology, Applied Psychological Measurement, Cross-Cultural Psychology and Social Psychology.

(F) **CONSENT FORMS:** Consent forms are required for human research. Please see the instructions for consent forms in the Principles and Procedures Governing the Use of Human Subjects Document found on the University of Puget Sound Website. https://www.pugetsound.edu/gateways/faculty-staff/institutional-review-board/