

## **Institutional Review Board Minutes February 2, 2018**

**Participants:** Tim Beyer (Co-chair), Joel Elliott (Co-Chair), Lisa Ferrari, 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. 226. Beyer called the meeting to order at 1:30pm.

**Approval of Minutes:** Minutes from December 13, 2017 were unanimously approved.

### **Review of Exempt/Expedited Protocols:**

1617-121-2 (Modification Full Board; Approved)

1718-039 (Expedited; Approved)

1718-042-1 (Modification Expedited; Approved)

### **Updates and Announcements:**

- 1) Policy for International Research is now live on IRB website
- 2) Common Rule: Ferrari summarized recent developments regarding the common rule which represent current federal guidelines for research involving human subjects. Changes to the common rule, which were to go into effect in January 2018, were postponed. Thus, current IRBs should continue to operate under the former common rule guidelines. Beyer noted that this means that some self-charges, e.g., whether oral histories need to go through expedited IRB review cannot be addressed this term.
- 3) Beyer is in the process of setting up a meeting with faculty from SOAN in order to further streamline how ethnographic research proposals are submitted to the IRB and how the IRB reviews these proposals.
- 4) Minor changes to the revised protocol template, protocol checklist, and consent form checklist were made. Beyer will incorporate these minor changes and these new documents will be uploaded onto the IRB website.

**CITI Training for Faculty:** As charged by the senate, the IRB will discuss whether CITI training should be required of faculty who submit protocols to the IRB. Currently, all student researchers are required to complete the student module under CITI. Beyer and Elliott outlined the following questions to be answered by 2/16/18; Beyer and Elliott will compile answers for discussion at the 2/23/18 full board meeting:

- 1) Should *ALL* faculty complete the *SAME* module(s)? If so, which one(s)?
- 2) Should *SOME* faculty complete *SPECIFIC* modules? (E.g., should faculty who submit a protocol involving children to the module(s) on research with children, regardless of their disciplinary background, prior training or experience working with children, etc.) If so, which track(s) and module(s)?
- 3) Should faculty complete *NO* modules?

Discussion about CITI training ensued. Elliott noted that it makes sense that faculty have similar training as their students; as guidelines change, faculty should be aware of

guideline changes and this is one concrete way of doing so. Pohl noted that many R1s require this sort of training and it is preventative. Reinitz questioned how this may be perceived by faculty and that there may be a negative connotation. Protasi suggested that it may seem odd to ask faculty, who are experts in their discipline and in the research methods they use, to complete a basic training. Members will preview CITI modules and revisit these questions at the 2/23/18 full board meeting.

**Policy for Reviewing Protocols over Summer:** Beyer noted that there was a spike in protocols for review during Summer '17; 13 total compared to 5 each the previous two summers. Members discussed how to deal with this number of proposals over the summer and arrived at the following:

- 1) No full board protocols will be reviewed over summer. (It would be nearly impossible to achieve a quorum, which would be 5 members including one non-scientist to meet in person over the summer.)
- 2) Volunteers from the board will review exempt/expedited protocols over the summer:
  - a. Volunteers will alert Jimmy McMichael for any extended periods during which review is not possible; Jimmy will continue to cycle through volunteers to assign protocols.
  - b. Review may take longer than 3 business days, as is the policy during the academic year

Beyer will draft this policy and after the board approves it, it will be posted on the IRB website.

The meeting was adjourned at 2:15pm. The next meeting will be February 23, 2018, 1:30-2:30 Wyatt 226.

Respectfully submitted,

Tim Beyer