

**Institutional Review Board  
Meeting Minutes**

**January 28, 2019**

**Present:** Derek Buescher, Lisa Ferrari, Hajung Lee, Wendell Nakamura, Mike Pohl, Brad Reich, Mark Reinitz, Alexa Tullis, Ann Wilson

**Minute Taker:** Ann Wilson

**Approval of Minutes from 11/19/2018** – Given the length of time that has passed since the last meeting, it was determined that the most recent iteration of the minutes should be circulated electronically so that they could be reviewed again.

**ACTION:** The minutes were sent out electronically and board members were asked to review and “reply to all” with feedback or voicing their approval no later than close of business on Friday, February 1.

**Meeting dates for Spring 2019 –**

February 25

March 25

April 22

May 6

Full board protocols are due two weeks prior to each meeting. All meetings will be held in Wyatt 226 from 4:00 – 5:00 pm on the dates listed.

**ACTION:** Alexa will ask Jimmy McMichael to update the web page to reflect these dates.

**Questions/concerns about reviewing expedited protocols** - An open discussion was held regarding questions that board members had about reviewing expedited protocols.

*Who is responsible for uploading protocol approvals and revised protocols to the share drive?* Board members are responsible for uploading approvals, revised protocols, etc. to the designated folder for that protocol on the share drive and to make sure that the IRB email is copied on all correspondence.

*How should protocols for international research should be handled if they were distributed as expedited?* It was determined that international research protocols need to be addressed by the full board. Since several board members are new this year, there was limited awareness of policies related to international research and further discussion/clarification is needed. Returning board members recalled that a policy was drafted last year, however it was not clear as to whether or not it had been finalized.

**ACTION:** Wendell will circulate a draft of a policy regarding international research to board members for review and discussion at the next meeting. Once finalized, the policy will be added to the IRB handbook.

**IRB Handbook Revisions** – The current IRB handbook is unwieldy and outdated in some areas and is not serving well as a clearinghouse for information for either investigators or the board. In an effort to streamline the handbook, it was decided that the document should be split into two sections – one section for investigators and another section for board members. This will be a large task that is probably best handled by some subcommittees.

**ACTION:** Mike will set up a folder on the share drive for handbook revisions. He will include the revisions that have been made to date. All members will review the document and identify which sections are appropriate for investigators and which are appropriate for board members and upload those ideas to the folder before the February 25 meeting.

**Proposed Changes to Standard Email Responses** – The board affirmed the proposed changes to the standard email responses.

**ACTION:** Wendell will remove the highlighted areas and upload the revised responses to the share drive.

**CITI Training for Faculty** – The board reviewed the recommendation of the IRB last year to require faculty who are conducting research or advising student researchers to complete appropriate CITI modules. The Senate recommended that the next step was to inform and solicit feedback from the chairs of the departments that most frequently submit IRB protocols.

Rationale for implementing this requirement includes --

Federally funded research requires that individuals/institutions receiving such funding must meet specific standards including appropriate training for researchers. The IRB in any institution receiving federal funds for research must show evidence of compliance with these standards. It is best practice to use federal standards for any research.

Knowledge gained from completing these modules helps protect faculty researchers and the university from potential liability.

Faculty advisors should set positive example for students who are conducting research, often for the first time. Since CITI training is required for student researchers, faculty advisors should be completing the training as well.

**ACTION:** The following departments were identified as submitting the largest number of research protocols. A board member has been assigned to contact the department chair of each of these departments and solicit feedback prior to the February 25 meeting.

Exercise Science – Mike Pohl

Occupational Therapy – Wendell Nakamura

Physical Therapy – Ann Wilson

Psychology – Mark Reinitz

Once this feedback has been obtained, Alexa Tullis will meet with the chair of SOAN to discuss the proposed requirement.

The meeting was adjourned at 5:00 pm.

Respectfully submitted,

Ann Wilson