Institutional Review Board Minutes
October 11, 2019

Participants: Mark Reinitz (Co-chair), Wendell Nakamura (Co-Chair), Andrew Gardner, Renee Houston (Ex-Officio), Ha Jung Lee, Brad Richards, Jane Sweeney (community liaison), Alexa Tullis, Andreas Udbye, Ann Wilson

Not in attendance: Mike Pohl (on sabbatical)

Call to Order: The meeting was held in Weyerhaeuser Hall, Rm. 316E. Nakamura called the meeting to order at 3:02pm.

Approval of Minutes: Reinitz moved to approve the minutes from the meeting held on Sept 27, 2019. The minutes were approved by unanimous vote.

Protocols approved since last meeting:
1819-001-1 (Expedited Renewal)
1819-097-2 (Expedited Renewal)

Agenda: MOU between Psychology Department and IRB
Discussion and Decision: The IRB approved the Psychology MOU with provisions, which were accepted by Psychology Department and incorporated into the MOU. Final version approved. MOU expires on October 1, 2022.
Action Steps and Follow-up: Nakamura to post Psychology MOU on IRB Share drive.

Agenda: Protocol Decision Document
Discussion and Decision: Wilson drafted Protocol Decision Document, which includes University logo. Date of Submission and Date of Approval to be added. New Protocol Decision Document was approved by unanimous vote and replaces previous Protocol Decision Document effective immediately.
Action Steps and Follow-up: Nakamura to post new Protocol Decision Document on IRB Share drive.

Agenda: Discussion of changes/additions to online protocol submission (MACH) form
Discussion and Decision: Board discussed items that need to be included in protocol submission. Board also discussed need to develop another MACH form for final report submissions.
Action Steps and Follow-up: Nakamura to continue working with Jimmy McMichael to develop MACH forms according to Board recommendations. Nakamura will present new MACH form at next meeting for further discussion.

Agenda: Required CITI training for faculty advisors of student research and for faculty researchers

<u>Discussion and Decision</u>: As was approved by IRB last year, a new module for Faculty advisors and Researchers to include the following courses: 1) Belmont Report and CITI Course Introduction, 2) Informed Consent, 3) Cultural Competence in Research, 4) Assessing Risk, 5) Unanticipated Problems and Reporting Requirements in Social and Behavioral Research. Research involving vulnerable populations or specific procedures may require additional course modules (e.g., Internet-based research, International Research, Research with Prisoners, Research With Children, Research in Public Elementary and Secondary Schools, Vulnerable Subjects, Research Involving Pregnant Women, Fetuses, and Neonates). Certification will be valid for three years after which some of the modules have refresher courses or will need to be retaken. CITI training for faculty will be required as of January 1, 2020. IRB webpage needs to be updated with notification of new faculty requirement.

<u>Action Steps and Follow-up</u>: Houston to work with Jimmy McMichael at establishing CITI faculty training module to include required courses. Nakamura to work with Jimmy McMichael to include new faculty requirements on IRB webpage. Reinitz to draft email notification to campus faculty that notifies faculty of new training requirement.

Charges to be addressed in future meetings:
- Approval of SOAN MOU.
- Federal Wide Assurance for federal funding
- Update Informed Consent forms.
- Update language of IRB Handbook to be sensitive to and inclusive of gender identities.
- Archiving Data for ethnographic research. Gardner raised question about potential development of Data Management Plan (DMP) to archive data for ethnographic research. Gardner to bring more detailed information to the next meeting.

The meeting was adjourned at 4:07pm.
The next meeting will be Friday, November 15, 2019, 3:00pm-4:00pm in Weyerhaeuser Hall, Rm 316E.

Respectfully submitted,
Wendell Nakamura