

**Minutes
Institutional Review Board
31 October 2012**

Present: Kirsten Wilbur, Grace Faucett (Grad Student Rep), Lisa Ferrari, Andrew Gardner, Eda Gurel-Atay, Katie Hall (Undergrad Rep), Anne James, Mita Mahato, Andrew Rife

Meeting was called to order at 3:00pm by Lisa Ferrari.

Motion to Approve Minutes: Motion was made. Minutes from 17 October 2012 were approved.

Review of Protocol 1213-02

Gardner suggested that we provide the researcher with feedback to improve her protocol prior to resubmitting with approval from the prison.

Concerns were raised in the following areas:

- *Recruitment*
 - Using a friend who is an inmate to recruit research participants has the potential to put participants or potential participants at risk, e.g., there is no way to prevent the researcher's friend from using coercion to recruit participants.
 - Needs to spell out the procedure for recruitment and informed consent, e.g., how will informed consent be gathered prior to inmates sending any information that might be used as data.
 - Recruitment materials should be included with the protocol.
- *Relationship between researcher and subjects*
 - Not clear how researcher will conclude the relationship that she will enter into with participants. Gardner responded that that in some qualitative methodologies it is not always clear how the researcher-participant relationship will end, or even when. Ferrari responded that Gardner is a much more experienced researcher than an undergraduate student and having a clearer explanation for this research project may be reasonable for protecting the subjects.
 - Researcher indicates that participants can write her at anytime for any reason, which seems to blur the lines of researcher/friend.
- *Lack of support for study*
 - The student needs to have letters of support from her advisor and from the prison, since we do not know what the regulations of the institution are regarding the researcher's friend acting as recruiter for the study and for permission to do the research.
- *Inclusion/exclusion criteria*
 - Researcher does not make it clear how the criteria for short vs. long-term will be determined (e.g., via friend or word from the prisoners, etc.). Also needs to include a plan for how she will enact exclusion criteria, e.g., if a person wants

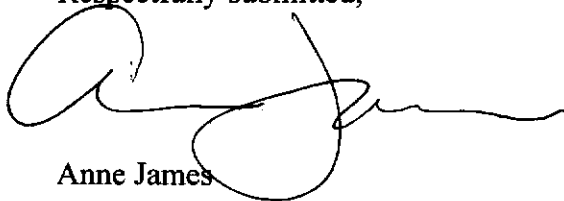
- to participate, but she already has too many “short-termer” participants, how will she communicate that they will not be able to participate in the study?
- How will she determine introverted v. extroverted? This needs to be spelled out.
 - *Informed consent and protecting confidentiality*
 - Informed consent should not imply that the researcher can protect confidentiality, as she cannot really do so because of the prison system. Also, how can she keep participants’ participation confidential from her friend who is doing the recruiting?
 - She needs to spell out the risks for participants.
 - Regarding confidentiality:
 - Where is the locked box going to be located?
 - Needs to define what is meant by “dangerous” information (to be blacked out) and “sensitive” information.
 - Letter of Consent:
 - Remove researcher’s personal address and phone number and replace email with Puget Sound email address.
 - Should be written in second person in its entirety.
 - Need to specify risks and clarify protection for confidentiality.
 - *Procedural*
 - What is the duration of time the researcher will use for this study?
 - No script for how the research project will be introduced. Materials provided did not explicate how the researcher would explain who she is and how she would use the data. How are the “interview questions” going to be presented? Will she send them the questions altogether?
 - Not clear how the data will be analyzed and presented.

In addition, the protocol would benefit from addressing style and grammar.

Motion on Protocol: A motion was made that Protocol 1213-02 not be approved at this time and that the full board will review a revised protocol that includes a letter of consent from the prison. The motion was unanimously approved. Milam will compose a letter summarizing recommendations noted above.

The meeting was adjourned at 4:00pm.

Respectfully submitted,



Anne James