

Institutional Review Board
February 5, 2009

Present: Roger Allen, Lisa Ferrari, Tatiana Kaminsky, David Lupher, Garrett Milam, Karim Ochosi, Ann Wilson

Garrett Milam called the meeting to order at 10:00 a.m.

Protocol Reviews

0809-003 The researcher needs to submit a letter of cooperation/permission to conduct the study from the Women's Correctional Center in Purdy before the protocol can be approved. In addition, the board had several concerns/recommendations regarding the protocol itself.

- Recruitment strategies for different levels of participants need to be clarified, i.e., chaplains and non-religious inmates.
- If the researcher plans to interview chaplains, she will need to submit a separate consent form for that particular group of participants.
- Plan for data management and preserving participant confidentiality needs to be clarified.
- Procedural information regarding the administration of the survey is not clear.

ACTION: The board voted 7-0 approve with modifications/clarifications specified above. Garrett will forward the new consent form electronically for feedback from the board.

0809-004 The board suggests that the researcher consider decreasing the scope of the project, i.e., drop either the survey or the face to face interviews. In addition, the board had several other concerns/suggestions for modifications.

- The specific aims/research questions are still not evident and need to be clarified for both groups of individuals that she currently plans to study.
- The exclusion criteria (not allowing participation by individuals under age 18) needs to be specified in the letter of introduction and on the survey itself.
- The cover letter must specify that recipients of the letter of invitation are under no obligation to participate in the study.
- A consent form is not needed if the survey is truly anonymous.
- If the researcher indeed plans to conduct the interviews, a consent form is needed for the professionals whom she plans to interview.

ACTION: The board voted 7-0 to have the chair make the following recommendations to the researcher: If the researcher plans to do both parts of the study (survey and interviews of professionals), the protocol will need to be returned to the full board for review. If the researcher plans to interview professionals only, the protocol meets the criteria for expedited review so the Department Designate to the IRB can approve. If the researcher plans to conduct the survey only, it should be revised and returned to the chair for review.

Office of Institutional Research Memorandum of Understanding: The Office of Institutional Research has requested that the IRB consider drafting a memorandum of understanding regarding

the types of data that can be collected and to whom it can be disseminated if it is not part of a specific research protocol. Garrett and Lisa Ferrari will work on this.

IRB Stamp for Designate Approved Protocols: The board decided to purchase a second stamp that will reside with Jimmy in the Office of the Associate Deans for stamping the consent forms for protocols that are approved by department designates. The researchers will need to provide written documentation that the protocol has been reviewed and approved as well as an original copy of the consent form to be stamped.

Website redesign: This item was briefly discussed and tabled until a future meeting. Before it was tabled, there was discussion about including a brief document with guidelines for faculty research advisors for writing letters of support and guidelines for the brief biographical sketches of the faculty research advisors.

The meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Ann Wilson
Secretary