

Institutional Review Board
September 13, 2007

Present: Roger Allen, Jim Evans, Marsha Gallacher, Tatiana Kaminsky, Sally McCoy, Garrett Milam, David Moore, Sarah Moore, Ray Preiss
Guest: Richard Anderson-Connolly, Faculty Senate Liaison to the IRB
Absent with apologies: Karim Ochosi

Anderson-Connolly convened the meeting at 11:00 a.m. Following introductions, he provided a brief overview of the role of Faculty Senate liaison to the IRB. He indicated that the Senate had not yet decided on specific charges for the IRB for this year but that charges would be forthcoming shortly. He reported that he had heard from one person that a recent court case may lead to a change in the oversight of IRBs with respect to certain types of social science research which may make it possible to streamline the process for some types of studies. In light of this, Anderson-Connolly indicated that the IRB may be charged with investigating ways to streamline the protocol approval process for some social science research. He will try to find the specific case and will let the committee know if he does.

Anderson-Connolly then facilitated the election of a new chair for the 07-08 academic year. Roger Allen was elected as chair and took over facilitation of the rest of the meeting.

Allen's first order of business was to solicit a volunteer and/or to open nominations for secretary of the IRB. Wilson volunteered to serve in that capacity and was elected via acclamation.

The permanent meeting time of the IRB for this semester will be the second Thursday of the month at 11:00 am at a location to be determined. The meetings for fall semester will be held on October 11, November 8 and December 13. The board also agreed upon a deadline for protocol submission of two weeks prior to each meeting date. Therefore, the protocol due dates for fall are September 27 for the October 11 meeting, October 25 for the November 8 meeting and November 20 for the December 13 meeting. Sarah Moore will ask that the meeting dates and protocol submission deadlines be added to the IRB web page.

Sarah Moore reported that while Jimmy McMichael was unable to attend the meeting today, he will be providing some administrative support to the IRB. Board members had several ideas about ways in which he might be of service including tracking approved protocols, sending out reporting forms for projects that were nearing their approval deadline, stamping the consent forms for expedited protocols, updating IRB information on the Web etc. Allen asked for other suggestions as to ways in which an administrative support person might be used by the IRB. Anyone with suggestions was encouraged to e-mail them to Allen. Allen and Sarah Moore will meet with Jimmy McMichael to discuss possible duties and he will be invited to attend the next few meetings of the full board.

Preiss asked about the process for hiring a compliance officer to review the practices of the IRB for consistency with federal regulations regarding IRBs. McCoy added that she wondered if the UPS IRB was registered and/or acknowledged by the federal government. McCoy will look into this further and report back.

McCoy reported that she had recently distributed the revised IRB Guidelines document to all members electronically. She asked board members to review the document before the next meeting and e-mail Allen with any additional changes or revisions. The document will be considered for approval at the next meeting.

In addition to updating the Guidelines document, several other items on the IRB page of the Web also need to be revised including the Frequently Asked Questions, the names of current board members, the names of department designates and meeting times and dates.

Wilson asked if the newly appointed members of the board would be completing the online IRB training from NIH. Discussion ensued and it was felt that this would be a valuable activity. New members were asked to complete the training before the next meeting and report back on the feasibility of having all department designates to the IRB complete the training to better inform them of their duties. Allen will provide the URL for the training to all board members via e-mail.

McCoy shared a document that she found recently entitled “Institutional Review Board Independent Ethics Committee (IEC) Authorization Agreement” which can be used for multi-site studies that have already been through the IRB process at another institution. Under this type of agreement, the second institution to become involved with a particular study relies on the IRB review and approval of the first institution’s IRB rather than asking the researchers to go through the process a second time. The form and more information can be found at www.hhs.gov/ohrp/humansubjects/assurance/iprotsup.rtf.

McCoy reported that the board has been asked to review one protocol that was submitted last spring but was not acted on because it was incomplete. The protocol is a multi-site study that involves sharing information about UPS students with researchers from another institution and the College Board. Allen will contact the person who submitted the protocol to let him know that the board will need a completed protocol application packet before the protocol can be reviewed.

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Ann Wilson