IRB Committee Minutes
3 October 2005

Members present:, Patrick Coogan, Jim Evans, Lisa Ferrari, John Finney, Leon
Grunberg, Judith Kay, Kathi Lovelace, Ray Preiss, Sally Westcott, and John Woodward.

I.   Business

In lieu of protocol reviews, we examined sample web pages from other
universities. The committee decided to use current web pages as a foundation for
generating questions as well as questions already generated from members of the
committee.

A list of questions for the FAQ section of the IRB website generated at the
meeting were:

1. How can I determine if my project qualifies for expedited review?

2. What is the deadline for submitting protocols to the IRB to insure that it is
    reviewed at the next meeting?

3. Can protocols be submitted and reviewed in the summer?

4. How far into the future do I need to anticipate possible risks and benefits?

5. What are the common mistakes that applicants tend to make in a protocol?

6. What is the difference between a classroom assignment (or student project)
    and research that would require an IRB protocol?

7. What are some examples of research with human subjects conducted at the
    University of Puget Sound?

8. Do surveys and questionnaires constitute research that require an IRB
    protocol?

9. What kind of pilot study can I conduct before preparing a protocol for the
    IRB?

Ray will collect other questions via email and circulate them among the
committee for review.

II. Proposals Reviewed

None were reviewed at this meeting.

The meeting adjourned at 2:57. The next scheduled meeting of the IRB is Monday November 7, 2005 from 2:00-3:00.

Respectfully submitted 10/06/05
John Woodward