

Minutes
Institutional Review Board
October 4, 2013

Present: Lisa Ferrari, William Breitenbach, Eda Gurel-Atay, Emelie Peine, Jung Kim, Kirsten Wilbur, Siddharth Ramakrishnan, Tim Beyer and Renee Houston

Meeting was called to order at 8:00am by Tim Beyer

Beyer asked for decision regarding either designating a permanent note taker or rotating the responsibility. Committee agreed to rotate.

No minutes to approve from last meeting.

Review of Protocol #1314-005

Houston reported that protocol 1314-005 was designated for expedited review and was approved. See attached Review Summary.

Review of Protocol #1314-001

Gurel-Atay reported that protocol 1314-001 was designated for expedited review and approved. See attached Review Summary.

Review of Protocol #1314-006

Gurel-Atay reported that protocol 1314-006 was designated for expedited review and is approved pending clarification regarding study's subjects. See attached Review Summary.

Review of Protocol #1314-002

Peine reported that protocol 1314-002 was designated for expedited review and was approved. See attached Review Summary.

Review of Protocol #1314-003

Wilbur reported that protocol 1314-003 was designated for expedited review and was approved. See attached Review Summary.

Review of Protocol #1314-004

Beyer reported that protocol 1314-004 was designated for expedited review and was approved with minor change request. See attached Review Summary.

Beyer stated that we will begin each IRB Committee meeting with a review of the reviewed protocols.

Ferrari suggested uploading reviewed protocols so rotating note taker can access them for the minutes.

Ferrari asked that the word "full" be removed from the Approval Form.

Guel-Atay asked what to do when approval has been given along with request for corrections or clarifications, do we ask the PI to make the changes. Answer was yes; make all requests to the PI.

Beyer asked the committee to decide meeting dates for full board IRB meetings. Decision made to meet on 10/25, 11/22, and 12/13.

Beyer led the committee through the protocol flow chart. We are asked to use the protocol folder in the Merlin drive to find each protocol for review. We need to print and scan protocol decision document and all communication and save to the Merlin drive. Save all correspondence. Any changes from the PI need to come back to the reviewer and a second decision document is created and saved. Jimmy McMichael needs to know the final approval. Be sure to cc Jimmy on final approval notification to the PI.

Decision made to add contact information (phone number and email address) to the coversheet for investigators and advisor.

Committee note taker will record protocol decisions for exempt and expedited reviews.

The committee requested standardized language for our email response to the PI. The question was asked if Jimmy needs the approval forms with the reviewer's signature. Ferrari will check into this.

Next committee meeting scheduled for October 18 at 3pm in Wyatt 226 to assign committee work.

The meeting was adjourned at 9:07am.

Respectfully submitted,

Kirsten Wilbur