IRB Minutes October 18, 2013

Present:

- Beyer, Tim (co-chair)
- Breitenbach, William
- Ferrari, Lisa
- Gurel Atay, Eda
- Houston, Renee (co-chair)
- Kim, Jung
- Peine, Emelie
- Ramakrishnan, Siddharth

Renee Houston called meeting to order at 300pm.

Discussed moving to fillable pdf documents that PIs can upload.

Discussed having a community member as a part of the full board and the selection criteria. Houston mentioned potential candidates and also asked for other options. Decided not to have a student as a part of the full board meetings.

Chairs (Houston/Beyer) have an updated process for IRB submission that will go out to the campus community soon.

Discussed resources available both for IRB members to help with proposal reviews.

Houston led the discussion for the modified checklist to help understand minimal risk, anticipated benefits, data safety, equitable selection etc. Members asked to edit/modify document to make it helpful for both reviewers and proposers to identify if a proposal requires IRB approval, needs full board review, is expedited or exempt.

Members practiced a couple of case studies to help understand when IRB approval would be required and when it would have to go to full board.

Discussed the consideration of student projects where the risk/benefits are not that clear, where scientific benefits may not be valid, but the educational benefits are valuable.

Ferrari confirmed that IRB proposals must include a Sample Recruitment letter (if part of the proposal).

Members discussed the number of proposals that require clarification, face-to-face meeting with the board.

Beyer and Houston will head two workgroups – {i} one to update documents that will be submitted by PIs(cover sheets, proposal guidelines etc.) and {ii}the other to update resources (the IRB handbook, annotated examples etc.).

Houston, Kim, Breitenbach and Wilbur will be in committee {i} to update submitted documents

Beyer, Gurel Atay, Peine, Ferrari and Ramakrishnan will be in committee {ii} to update resources

Target for finishing these documents is end of semester.

Discussed requirement of PIs at full board review when their proposal is considered. Ferrari clarified that PIs are invited when board requires clarification.

Decided to invite PIs of proposal #1213-001 to the full board meeting on October 25th.

Discussed documentation of the clarification that we would get from PIs in such a discussion. Decided that aside from minutes, the chair would get written clarification of comments and modifications via email.

Next meeting will be a full board meeting on October 25th at 8am, WY 226.

Meeting adjourned at 4pm.

Respectfully submitted,

Siddharth Ramakrishnan