IRB Minutes December 12, 2014

In attendance:
Tim Beyer
Joel Elliott
Lisa Ferrari
Jung Kim
Mita Mahato
Siddharth Ramakrishnan
Brad Richards
Kirsten Wilbur

Protocols Reviewed
1314-041.1 (modification/renewal)
1415-011
1415-015
1415-026
1415-035 Full Board review approved after modifications
1415-040 Full Board review approved after modifications
1415-041 (not approved)
1415-045

We approved Nov minutes (with minor change to modify UPS to Puget Sound and list members in alphabetical order)

The board agreed that after comments from reviewer, the applicants can take however long to respond to comments.

The question arose whether for protocols where the full board agrees that some changes need to be made, can the chair make the approvals if these changes are minimal. We agreed that unless the committee requires that we want to see the protocol again, the chair can handle the revisions

Lisa Ferrari led the discussion on the CITI training that is required for all board members and also for applicants. We discussed how to ensure that Board members take up certain modules of training, but these will be different than those for faculty applicants and students. All users will need to set up an account before using the CITI module training.

Considering that there are a lot of training modules, we discussed if student trainees could be distinguished from researchers, thereby undergoing minimal training process. Ferrari led us through how we could customize the CITI website for specific users and assign specific modules for people with specific roles, as well as for refreshing each year.

The way tracks are set up in CITI - modules within are either "required" or supplemental". We decided that faculty members will be undergoing this training on a yearly basis. If you chair a student project you only need too take it every three years but need not repeat it for every student. Refresher modules are present which are less time

intensive which can be taken after finishing the main modules. Similarly we can decide that students need to submit a completion certificate with the protocol (and date needs to be within 4 years of completion). Currently there is no direct evidence that is sent from the website certifying that someone has passed the CITI training. An email is supposed to be sent, but we see no evidence of that so far.

We could embed this CITI training into their "research course". For students if it is embedded in a course, then they would find it more useful/easier. It would be similar in EXSC/PSYCH/PT/SOAN etc. Faculty members have expressed interest in having students take this in their methods class. They want the students to have the experience. Student module is only one long piece. The CITI training will give them an overview of the IRB review process and what they will be submitting. They can do additional modules if they want to or if the instructors want them to.

We decided that the Student Module and Avoiding Group Harm will be required to be completed by all students. Additional modules can be recommended based on the kind of proposal they submit.

Even if the PI is at another institution we would still require them to get CITI training. Once we decide on the policy, we need to have Dean Bartanen approve of it. Jimmy would have a list of CITI training certificates and when these expire. He would send out an email notice if it needs to be renewed.

We discussed what categories of modules would best suit our institution – SBER or Biomedical Sciences? We found that most modules are the same in all categories, and we should be able to customize it according to our needs.

For an IRB member:
1. New IRB member module (816)
2. History and ethical principle
3. Federal regulations
4. Assessing Risk ??
5. Informed consent

The module Unanticipated problems will be required for the Chair of the IRB. Optional for the others.

For Faculty
    1. Belmont Report
    2. Defining Research with Human Subjects

For Students
    1. Student in Research
    2. Avoiding Group Harm

We can add modules depending on the need, such as - How do you handle vulnerable

populations?

Barbara Weist from Communications was present to discuss revamping the IRB website. We decided to start small and make the current content more accessible prior to completely making submissions online-based. We will be following the template of the Bard College IRB website for this.

Submitters will be led through a series of questions to find out if they need to submit their proposals for a full board or expedited review. We will also create a navigation bar on the site to help access various resources easily. SR has been tasked with creating a mock site template, which will then be approved by KW before sending it to Barb Weist for restructuring.

Siddharth Ramakrishnan