

## **Institutional Review Board Minutes January 28, 1998**

**Present:** Joe Detorri, Ann Ekes, John Finney, Ernie Graham, Paul Hansen, Suzanne Holland, Melissa Weinman, Tom Wells, and Larry Stern

Minutes of December 17, 1997 meeting were read and approved with the amendment that the title of the proposals include a zero after the hyphen.

In response to the question raised at the December meeting:  
George Tomlin agreed to have students in Occupational Therapy write their proposals in the future tense, rather than the past tense which had been previously used.

Tom Wells reported on the justification for experimenters to utilize both genders in their research. He cited the 1979 Belmont report which addressed the need for equality in the selection of experimental subjects. Suzanne Holland agreed to write a summary statement on the need for equality in selecting subjects for the revised IRB procedures.

It was reported that all of the modifications that were requested of the proposals at the 12-17-97 meeting have been done.

Proposal considered:  
9798-021

Changes already submitted:

1. A final copy of the survey
2. A revised informed consent
3. Clarification of the manner of survey submission

Questions were raised as to the manner by which the information would be kept confidential after it was collected. It was pointed out that by keeping both survey and acknowledgment of submission in the same locked cabinet it may be possible to combine the information so that the informant could be identified. It was suggested that this information should be kept in separate locked cabinets.

Approved: Vote, 8 Yes, 0 No with modifications.

The revised IRB Principles and Procedures were discussed.

A current example informed consent from Occupational Therapy was suggested as more representative.

It was asked that identifying names and phone numbers be removed, where possible, from the samples included with the Principles and Procedures.

It was asked that deadlines and contact information be included in the Table of Contents

It was asked that the experimenter explicitly identify the date of submission and the meeting at which the proposal is to be considered in order to make sure the proposal is submitted with sufficient lead time.

It was asked that a check area be added on the application form for "full review" by the department designate signature line.

It was recommended that templates of all of the forms and formats, including forms for the initial proposal, renewal, and modification, and application be available electronically.

It was pointed out that with ten committee member, ten, rather than nine copies of each proposal need to be submitted.

These changes will be incorporated in to a final copy which will be distributed prior to the February meeting.

A subcommittee of Larry Stern, Tom Wells, and Ann Ekes was formed to address the results of the outreach survey.

A list of departmental designates was distributed.

The next IRB Committee meeting will be on February 25<sup>th</sup>, 1998, at 8:00 AM in room C105 of the South Hall.

Ann Ekes adjourned the meeting.

Respectfully submitted,

Paul Hansen