



Institutional Review Board Minutes

Date Jan. 9, 2018 Start Time 2:00pm Adjournment Time 2:45pm Location Lib 640
 Type of Meeting Regular Special

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| CHAIR | Dr. Carl Thameling |
| SECRETARY | Dr. Rick Stevens |
| ATTENDEES | Dr. Debra Craighead, Dr. Srinivas Garlapati, Dr. Carl Thameling, Dr. Grace Houston, Dr. Liz LaFitte (via telephone), Judith Kalinich, Ex-officio |
| ABSENT (EXCUSED) | Dr. Rick Stevens, Dr. Stanley Williamson, Dr. Greg Smith |

Agenda

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| GENERAL ANNOUNCEMENTS | |
| | <ol style="list-style-type: none"> I. Welcome and call to order. II. Introductions |
| DISCUSSION TOPICS | |
| | <ol style="list-style-type: none"> III. Announcements/Reminders <ol style="list-style-type: none"> a. Please email all responses to Dr. Carl Thameling, copy: Vice Chair, Secretary, Diana Gooden & Judith Kalinich – “reply all” to Judy’s request for review is easiest. b. Email trail/thread (ref IRB#) is the best way to document our reviews. d. Deadline for submission of proposals for review are one week prior to meeting dates. IV. Old Business <ol style="list-style-type: none"> a. Suggested changes to “Request for Review of Proposal Form” <ol style="list-style-type: none"> 1. Adding a tab on Risks & Benefits to help explain this section 2. Adding a tab on Informed Consent to the access the example Informed Consent form on IRB webpage 3. Adding a tab on Methods of Protecting the Participants Privacy and Confidentiality of Information for security suggestions. 4. Add (s) to Principal Investigator for addition of a Co-Principal Investigator to be listed (instead of having the Co-PI listed under the Collaborators). 5. Add an additional line under Collaborators 6. Add an additional line under Project Title 7. Add additional signature lines for Collaborators 8. Add statement regarding first time users: “If you are filling out a Request for Review for the first time, please contact the IRB, the IRB chair or your graduate coordinator if you need guidance or have questions regarding.” V. New Business <ol style="list-style-type: none"> a. Next meetings were set for the Spring semester: Thursdays February 22nd, March 22nd, April 19th, and May 9th, 2018 at 2:30pm. b. Proposal IRB803 was discussed. It was considered incomplete and several recommendations were proposed for resubmission. VI. Open discussion regarding IRB, OSPR and the committee |

VII. Closing comments by Dr. Thameling

VIII. Adjournment

| CONCLUSIONS | | |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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Approved by committee/council chair Yes on 1/15/2018