

The University of Louisiana at Monroe
Minutes of the Meeting Of The
Institutional Review Board
August 18, 2008 11:15am Library 640

CHAIR: Jean Low ✓

MEMBERS PRESENT: Joydeep Bhattacharjee, Sandra Blake, Judy Fellows, Ann Findley, Florencetta Gibson, Charles Heck

Members Absent: John Carr & Kenneth Clow.

Agenda topics

Item 1. Welcome

All were welcomed and new members were introduced. Ms. Rene Hearn (the new Director of the Office of Sponsored Programs and Research and an ex officio member of the IRB) was introduced. Loren McNeal (a graduate Work Study Assistant who will be assisting the Chair) was also introduced.

Item 2. Information from Meeting of Committee Chairs

A new Committee for Committees is being formed. The members will be the chairs of University Committees.

Committee chairs were reminded about the requirement to submit minutes from meetings, an end of year report, and an evaluation of members. They were also advised to keep track of rotation of members.

Item 3. Overview of the Past Year.

Copies of the Excel file of all projects submitted for review were handed out to members.

Item 4. Discussion of Review Process

For the benefit of new members the review process was explained in detail and then discussed.

Individuals seeking approval for their research projects can go on to the University Web Page for information about the review process (Handbook for Ensuring Protection of Human Subjects) and the necessary form (Request for Review Form). These can be found under Graduate Studies and Research > Publications and Manuals. Individuals are expected to complete the Citi training before submitting the Request for Review. Requests for Review must have copies of all instruments or stimulus materials attached. Researchers can request that a project be given Expedited Review if it entails no more than minimal risk or is a continuation of a previous project. According to the Code of Federal Regulations, the Chair or one or two trained members, can do Expedited Reviews but cannot refuse to approve a project. Only the full committee can refuse to give approval. Once a research project has been approved, a Notice of Review is completed and attached to the researcher, the researcher's department head, and each

committee member. All information is entered into an Excel File and the hard copies are filed.

The committee members discussed whether the Chair should continue to do the Expedited reviews or whether other members should be involved. Although no formal vote was taken, most of the committee members indicated that the Chair should continue to give Notices of Expedited review.

Ms. Hearn had several excellent ideas about the IRB which will be incorporated shortly into the IRB review process. Firstly, the University Web will be updated to include a check list of required information needed before submission of a request for review. Required information will include proof of completion of Human Subject training. Eventually, the Human Subject training will be changed from the Citi course to an NIH course. Secondly, the Request for Review Packet will be sent to the Office of Sponsored Programs and Research. It will be checked for completeness at that point and then sent as a PDF file to the IRB committee for approval. Once all changes are in place a detailed explanation will be sent to all committee members.

Until such time as these changes are incorporated, the IRB will continue to operate as they have in the past.

Item 5. Registration with the Department of Health & Human Services.

The University of Louisiana IRB is registered with the Department of Health & Human Services. We will need to re-register by December 16, 2008

The meeting was adjourned at 12.25 PM.

Respectfully submitted,

Jean M. Low
Department of Psychology
August 19, 2008