



INSTITUTIONAL REVIEW BOARD

Minutes

Date 09/15/2015 Start Time 3:00 PM Adjournment Time 3:55 PM Location Library 640
 Type of Meeting Regular Special

CHAIR	Dr. Greg Smith
SECRETARY	Dr. Scott Baggarly
ATTENDEES	Dr. Scott Baggarly, Dr. Kris Bista, Ms. Debra Craighead, Dr. Srinivas Garlapati, Dr. Grace Houston, Dr. Joe McGahan, Dr. Greg Smith, Dr. Carl Thamelng
ABSENT (EXCUSED)	Dr. Ken Clow (excused), Dr. Leonard Clark (excused), Dr. John Sutherlin

Agenda

GENERAL ANNOUNCEMENTS	
<p>Welcome/Introductions</p> <p>The regular meeting time will be the third Tuesday of each month at 3:00 p.m. in Library 640. Proposals must be submitted no later than one week prior to each meeting in order to be considered by the committee.</p> <p>Meetings this semester are scheduled as follows: October 20 (submission deadline: October 13) November 17 (submission deadline: November 10) December 1 (submission deadline: November 17)</p>	
DISCUSSION TOPICS	
<p>I. Dr. Smith reviewed the committee charge and discussed the responsibilities of the committee.</p> <p>II. CITI Training – New committee members who have not completed the additional CITI training modules required to sit on the committee should complete the training as soon as possible in order to begin reviewing proposals.</p> <p>III. Nominations for Secretary – Nominations were solicited for Secretary. Scott Baggarly agreed to be the Secretary and was unanimously elected. The secretary will maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on the appropriate web site.</p> <p>IV. Proposal Review Process – The committee discussed the current proposal review process, which is described on the IRB web page (http://www.ulm.edu/research/irb.html). The current review process has functioned well and it was determined that no changes are necessary. The Office of Sponsored Programs and Research (OSPR) receives the proposals and verifies that all investigators have completed CITI training and that all required materials have been submitted. Proposals requiring full committee review are scheduled for the next meeting. Proposals eligible for exempt and expedited reviews are sent to various members of the IRB committee and to the chair for review instead of waiting for the next scheduled meeting. The reviewers are responsible for determining that the proposal meets all technical details necessary for approval according to the Handbook for Ensuring Protection of Human Research Subjects and contains the necessary supporting documentation. Members were cautioned to be especially careful about procedures to ensure that the research causes the least amount of risk to participants and to be sure that the requirements of informed consent are in compliance. After reviewing the proposal, the members submit a recommendation to the chair. The chair works with OSPR to notify the principle investigator of the committee’s decision. The committee was reminded of the policy that when students are given extra class credit for participating in research, students who decline to participate must be given alternate, equivalent methods of receiving extra credit.</p>	

V. Proposal Review – There were no proposals requiring full committee review during this meeting.

CONCLUSIONS

Scott Baggaly accepted the position of Secretary.

The next meeting is October 20 at 3:00 p.m. in Library 640.

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

OSPR will follow up with members needing additional CITI training.

Ms. Gilbert-Bell and Ms.
Diana Gooden

10-20-15

Approved by committee/council chair Yes on 09-22-15