Minutes

Present:
IRB Members: Barb Barnet, Chair, PB Ravikumar, Steven Benish, Joan Riedle, Yuanyuan Hu, Irfan Ul-Haq, Chanaka Mendis, Dee Bernhardt, Vickie Dreessens and Amanda Trewin
Guests: Michael Dalecki

1. Minutes 10/15/08
Minutes were approved by consensus with one amendment.

2. Protocol #2008-09-07
Mike Dalecki recapped the protocol for the group with the changes we recommended last meeting.
Joan Riedle moved that we approve this protocol; Irfan Ul-Haq seconded the motion.
The protocol was approved: 9 – Aye; 0 – Nay; 0 – Abstentions. Amanda Trewin was not present at this time.

3. News & Announcements
   a. Current Protocol Update: There are 16 protocols in; 8 are completed; 6 are being reviewed; 1 is being revised. Four or five more will be coming from Joan Riedle’s class. There may also be some coming in over winter break; Barb will be in touch with the Board to see who will be available to review them.
   b. IRB Training in February – The training will be February 6 all day (8:30-4:30). The morning sessions will cover the basics on research and case studies; there will be a half-hour lunch. The afternoon will have breakouts on Criteria for Review of Research, Informed Consent, Exemption Categories, and if time permits, Applying the Expedited Category.

4. IRB Training for new & returning members
   a. Mentors’ Report – So far, mentoring has been working out. Some pairs will soon be meeting. Others have already met and found the discussion helpful. Each Board member first reviews the protocol at hand and then the two meet to discuss concerns and comments on the protocols. The pairings are:
      Steven Benish & Joan Riedle         PB Ravikumar & Amanda Trewin
      Yuanyuan Hu & Barb Barnet           Chanaka Mendis & Barb Barnet
   b. Checklist for Reviewers – We discussed the checklist at length, deciding that they are an educational tool for individual use (not to be turned in). We proposed several revisions, and Barb will be following up on them.

      On p. 3 under “consent form,” the bullets should be flipped. Benefits to the participants are missing on the example consent forms. Joan will work on rewording them.
      Page two should read under 18 years of age.
      On p. 4, under “anonymity/confidentiality” needs clarification: “when will documents containing identifying information be destroyed?” The question arose of how long consent forms need to be kept (as they contain identifying information). Barb will check this on for the board.

      Under “participant’s rights”, we agreed that the phrase “when signed consent … form” should be deleted. In it’s place, we will add “Participants should be given either a copy
of the consent form or an alternate short form containing contact information for Kathy Lomax and the principal investigator.”

Any other recommendations for edits should be sent to Barb, who will edit the form and sent out a corrected copy to the entire IRB.

5. **Tasks for 2008-2009**

   a. **Statement of participants’ benefits on consent forms**
   We need to include participant benefits per Wisconsin system auditor. What are the possible benefits? Could be “there are no foreseeable benefits to the subject.” Perhaps getting a copy of the results is a benefit – but it depends on the study. Joan will work on language for the consent forms – description of benefits to subjects or others – to meet the auditor’s request.

   b. **IRB Member Handbook**
   The auditor also brought up a need for information to be given to IRB members in addition to the IRB manual, which is really for researchers. There needs to be an orientation for IRB members. At the moment, we loosely utilize the flow chart that the researchers follow. Could this information be included in the IRB manual, or we need a member manual?

   We all agreed a brief document containing the reviewer’s checklist, the training website and a description of the review process (expedited vs. full board, etc.) could be very helpful.

   Barb will give out a draft before the December meeting for the new members.

**Next Meeting:** Wednesday, December 17, 2008 at 3:00 p.m.

Respectfully submitted by Dee Bernhardt, December 3, 2008.