IRB Meeting, October 20th
Ullsvik 1510, Foundation/Alumni Conference Room, 3 pm
MINUTES

Present: Barnet, Mendis, Shiverick, Bernhardt, Lomax (ex officio), Ul-Haq, Hu

Absent: Riedle, Ravikumar, Omachonu, Dreessens, Benish

Agenda:

1. Approve minutes of 9/22/10 meeting – approved: 6 – Aye; 0 - Nay
2. News & announcements
   a. Protocol update – see appendix below.
   b. Per the training, IRB needs to keep a “summary” of Protocols. #10 has moved to approval, and #11 is being reviewed. Protocol #4 has not come back yet – when it does, it will come to us for full-board review.
3. October 7th training in Madison (Barnet, Lomax & Shiverick)
   1) Under requirements, we have been doing well – the state audit helped us to be prepared. The protocol summary needs to be added to our records, and we should report regularly to the Provost (quarterly or annually).
   2) We need to follow up on protocols (annual review) – one year after each protocol is approved, asking about continuation. We could add a line to the IRB requirements or on approval letter giving a heads-up about this annual process.
   3) We need to establish Standard Operating Procedures, separate from the instructions to researchers stating more clearly what we do and how. Barb will make a draft and the board will review it.
      a) We’ll need to say, “You can…” and “You shouldn’t…” to help people understand parameters.
      b) Make a checklist for researchers, like the one we have for board members.
      c) Mark key policies.
4) On-going training is necessary for everyone on the IRB. There are videos available – perhaps we could use them for meetings.
4. Noncompliance procedure document (attached)
   We’ll need to edit out “UWP” per the Chancellor’s new guidelines throughout the document. This document is for whenever someone doesn’t follow the rules.
   We approved the document as a Standard Operating Procedure (maybe to be included in the handout). Shiverick made the motion; Ul-Haq seconded. 6 – Aye; 0 – Nay.
5. Electronic Submission of Protocols
   a. In progress – working with OIT
6. Yearly progress report on protocols
   We will provide this from now on – what should it look like for researchers?
   Basic Questions:
   1) Continuing the project or not? Are you still collecting data? Intending to collect data beyond the end date? If so, apply for a continuance.
   2) Status Report (summary and closure) – could be filed in computer files.
Actual # of subjects
summary of unanticipated problems
withdrawal of subjects
available adverse events
any complaints
modifications
Barb brought examples from other schools.

3) How to deal with students who graduate before the annual review:
   Option 1 – have sponsors fill it out.
   Option 2 – make it a form students fill out as part of the semester evaluation.
   Option 3 – send the form with the approval letter and a reminder at the end of semester.
   Barb will summarize these options and look at other schools’ information and come back with a recommendation.

7. Letterhead - It’s new and very official!

Meeting adjourned: 3:45 p.m.
Next Meeting: November 17, 2010 at 3pm

NOTE: November meeting was cancelled due to lack of agenda items; Next Meeting will be **Wednesday, December 15 at 3pm.**

Respectfully submitted (a little late),

Dee Bernhardt – November 20, 2010