

Institutional Review Board
Monday, November 14, 2005, 10:00 a.m.
CMU 204
Meeting Notes

Present: W. Alexander, L. De Maio, W. Erwin, B. Ferguson, J. Giedt, C. Haberman, G. Nickell, D. Suomala

1. The minutes of the October 10th IRB meeting were approved.
2. Full review. Wes Erwin and Brian Vrtis. "Safe Zone, Safe Space, and Ally Programs: Awareness and perceptions of people who identify as gay, lesbian, bisexual, or transgendered (GLBT)". W. Erwin briefly introduced the proposal. Survey will be paper/pencil, not online survey. Co-investigator will be going in person to meetings to hand out surveys. Comments:
 - Phone number listed on informed consent should be MSUM department phone number, not personal phone number
 - Consider not having participants sign informed consent, return of survey is implied consent.
 - Ethical Compliance Questionnaire, #3: study may be done on other campuses, no letter of permission has been obtained; some schools may require approval of their own IRB or approval from sponsoring institution
 - Consider distributing survey by proxy
 - Questions on test/retest procedure

Investigators are asked to:

- Obtain approval from other institutions as specified on Ethical Compliance Questionnaire, #3.
- Follow whatever process is required at other institution.
- Submit more information test/retest procedure
- Submit corrected Informed Consent form

L. De Maio and one other member of the IRB will review changes.

3. L. De Maio reported that all Continuing Review/Completion forms have been submitted.
4. L. De Maio asked for feedback on storage issues on three of the submitted continuing reviews. All indicate that materials are stored in faculty member's home. The regulations require storage by PI but do not specify where. W. Alexander moved, J. Giedt seconded to allow storage of research materials in researchers home as long as storage is secure. Motion carried.

5. L. De Maio has contacted other IRB directors on the exempt status question from Social Work. There is nothing that says that exempt cannot be done off campus. However, researchers must provide letter of permission from other institution or agency. The MSUM IRB will need to ask for more information for exempt requests, including informed consent. Children are a protected class and research involving children must be expedited or full. Research involving children must also have assent procedure. Exempt only applies if research is conducted in classroom or educational setting and includes written permission and assent procedure. This would apply to all vulnerable populations including prisoners, handicapped, and pregnant women. L. De Maio will put together language for this requirement. L. De Maio will notify Social Work that they can go off campus for their exempt proposals.
6. Site visits to departmental IRB committees will be conducted Spring Semester.
7. IRB training. A proposal involving NIH grant funding was submitted to the NDSU IRB that included participation by a MSUM department. Any institution receiving NIH grant funds must be registered. One of the registration requirements is formal training of all IRB members. The committee discussed training. The link for two online courses is available on the IRB website.

Respectfully submitted,

Karla Wenger, Secretary