

IRB COMMITTEE MEETING MINUTES

Monday, February 19, 2018 1 p.m., Maki Library Conference Room

MEMBERS PRESENT: Monique Bourdage (Chair), Suzanne Miron, Rekha Ambardar, Hilary Virtanen

MEMBERS ABSENT: None

Discussion topics:

- Community member—haven't reached out to potential members yet
- Implementing changes to forms, websites, and processed to reflect changes in federal regulations
 - Monique created an shared IRB Google Drive and uploaded reference documents, including checklists and sample forms
 - Hilary explained how she made notes about where edits are needed in our IRB manual

Action items

- Suzanne will send email to potential committee members
- Forms that need to be updated
 - IRB manual—Hilary will begin updates to IRB manual
 - Project application form—Rekha will update
 - Informed consent form—Suzanne will update
- Forms that need to be created:
 - Broad consent form—Monique will research
 - Project closure form—Monique will edit
 - Adverse event report form—lower priority
 - Continuing Review form—lower priority
 - Self-determination form—Monique will work on creating this
- Website will need to be updated once forms are complete

Next meeting to be scheduled for after Spring Break