

FSW Institutional Review Board Meeting
Wednesday, March 21, 2018
Thomas Edison Campus (I-228)

In attendance: Frank Dowd, Larry Miller, Roy Hepner (Chair), Sindee Karpel, Susan Marcy, Tom Osment, Matthew Vivyan, Joseph van Gaalen (Human Subjects Administrator), Stella Egan

- J. van Gaalen opened the meeting and welcomed everyone.
- R. Hepner gave an update of the research proposals submitted
 - R. Hepner noted that most applications at FSW are exempt.
 - R. Hepner noted that some are non-exempt (Expedited) or not human research.
 - R. Hepner noted that there is an application in the process which needs to be resubmitted.
- R. Hepner noted that we had been approached by an individual which was not faculty or staff for an IRB approval.
 - R. Hepner suggested FSW's IRB policy should be updated to indicate that we do not allow outside PIs to submit IRB applications for approval.
 - IRB agreed that unless PI or Co-PI of applicant is affiliated with FSW, IRB will not review.
 - J. van Gaalen agreed to update the webpage accordingly.
- J. van Gaalen shared that FSW received FWA status in October 2017
 - J. van Gaalen noted the original COP for FSW assigned members to the IRB committee seats.
 - J. van Gaalen noted the criteria for assigning seats did not quite match the Federal requirements.
 - J. van Gaalen noted that Federal requirements only require one member from General Counsel, at this time we have two member. One can be an alternate (General Counsel's office followed-up post meeting to report that Mark Lupe will remain as representative of General Counsel while Susan Marcy will be an alternate representative of the office.)
 - J. van Gaalen noted there is one individual on the committee which is not an FSW affiliate but was related to a FSW staff member. That staff member no longer works at FSW and so that individual is now listed as Non-FSW Affiliate Alternate.
 - Current IRB members and term served as recognized by FSW is as follows:
 - 3-Year Term expires end of AY 2018-2019
 - R. Hepner
 - S. Karpel
 - L. Miller
 - H. T. Osment
 - F. Dowd
 - 3-Year Term expires end of AY 2019-2020
 - M. Vivyan
 - Alternates in Waiting
 - L. Bartley (can replace M. Vivyan at expiration of term)
 - Ex-Officio member term limits do not apply
- L. Miller noted that he is working on a project with an outside organization and asked if IRB approval was needed from FSW.
 - L. Miller noted the project had IRB approval from the UF since the PI is from UF.

- R. Hepner noted that no additional IRB approval from FSW was necessary.
- L. Miller noted that he had denied an application for IRB approval.
 - J. van Gaalen noted he did not receive notification of the denial therefore was not aware of the application.
 - J. van Gaalen will follow up IT regarding the process when an application is denied and notification to IRB administrator. (IT followed up on this request and updated the IRB Workflow code to make this correction.)
 - R. Hepner noted the approval criteria from the dean can be different from the IRB chair.

Minutes submitted by Stella Egan & Joseph van Gaalen on Oct. 11, 2017.