

FSW Institutional Review Board Meeting
Monday, March 11, 2019
Thomas Edison Campus (U-202B)

In attendance: Leslie Bartley (Alternate), Frank Dowd, Roy Hepner (Chair), Sindee Karpel, Susan Marcy, Tom Osment (Non-FSW Affiliate), Debbie Psihountas, Joseph van Gaalen (Human Subjects Administrator), Matthew F. Vivyan, Stella Egan

- J. van Gaalen opened the meeting and welcomed everyone at 2:00 p.m.
- 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.
 - There were no convenings required for decision making in any IRB application.
- J. van Gaalen shared that updates, revisions, and changes to FSW's IRB in terms of structure and function are dictated by the U.S. Dept. of Health & Human Services' Office for Human Research Protections.
- J. van Gaalen also updated the IRB on the necessity for updates to the current FSW model for human research protections training. In response to the NIH's training being replaced by a training module with a fee, FSW will implement a multipath strategy to ensure both PIs and IRB members receive adequate training for their roles in human research protections. The pathways are shown below:
 - Currently: PI (with IRB application already submitted) or IRB member can take CITI Social-Behavioral-Educational (SBE) Basic training course at FSW's Office of Sponsored Programs and Research (OSPR) where the fee will be covered temporarily by OSPR. Or PI/IRB member can elect to take CITI training independently but fee must be self-funded. In the future, applicant may submit request for the need to have CITI training rather than FSW in house training.
 - Forthcoming: PI (with IRB application already submitted) or IRB member can take FSW's in-house human research protections training course (currently being developed jointly by the IRB and FSW's Teaching & Learning Center) where there is no fee and training can be administered at the leisure of the PI or IRB member. Transferability outside of FSW cannot be guaranteed, but FSW's IRB will ensure that training is as rigorous as that of the NIH (in which the training is based). Certificate will be issued upon completion of training. This training, when complete (expected to be completed March 18), will be available for IRB to review and provide revisions/comments.
- J. van Gaalen noted the original COP for FSW assigned members to the IRB committee seats. Review of three year appointments will take place.
- J. van Gaalen adjourned meeting at 2:30 p.m.

Minutes submitted by Stella Egan on March 12, 2019.