

FSW Institutional Review Board Meeting  
 Tuesday, October 15, 2019  
 Thomas Edison Campus (I-228)

In attendance: Roy Hepner (Chair), Sindee Karpel, Janel Trull (Non-FSW Affiliate), Debbie Psihountas, Joseph van Gaalen (Human Subjects Administrator), Matthew F. Vivyan, Mark Lupe

- 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.
  - Three IRB applications were submitted since the last convening in March ,2019. All three were exempt per Federal Regulations 45 CFR 46.101(b)(2). Approval numbers are 0025-052019, 0026-072019, and 0027-072019.
- J. van Gaalen shared that the IRB will be using a new sign-in sheet to maintain clarity of service on the IRB (see this meeting’s sign in sheet below).



**IRB SERVICE TERMS**

**Board Members**

Fall 2019-Spring 2022  
 Chairperson, R. Hepner  
 SoHP Rep., S. Karpel  
 Non-Affiliate, J. Trull

Fall 2018-Spring 2021  
 Admin Rep., D. Psihountas

Fall 2017-Spring 2020  
 SoAHSS Rep., M. Vivyan

Standing Ex-Officio  
 General Counsel, M. Lupe  
 General Counsel, S. Marcy (Alt)  
 HSA, J. van Gaalen

**Board Alternates**

Fall 2019-Spring 2022  
 SoHP Rep., M. Kruger

Fall 2018-Spring 2021  
 SoAHSS Rep., L. Bartley

**OHRP REGISTRATION**

Registration #: IORG0009367  
 FWA #: FWA00026135

**IRB WEBPAGE**

<https://www.fsw.edu/facultystaff/ospr/irb>

**CONVENING**

Oct. 15, 2019, 2:00pm  
 FSW Thomas Edison Campus  
 Robinson Hall (I-building), Room 228

**SIGN-IN SHEET**

**Chairperson**  
 Roy Hepner: \_\_\_\_\_

**Human Subjects Administrator**  
 Joseph van Gaalen: \_\_\_\_\_

**Administrator Representative**  
 Debbie Psihountas: \_\_\_\_\_

**SoHP Representatives**  
 Sindee Karpel: \_\_\_\_\_

✓ Margaret Kruger: ABSENT

**SoAHSS Representatives**  
 M. Vivyan: \_\_\_\_\_

✓ L. Bartley: ABSENT

**Non-FSW Affiliate**  
 J. Trull: \_\_\_\_\_

**General Counsel Representatives**  
 M. Lupe: \_\_\_\_\_

✓ S. Marcy: ABSENT

- 
- J. van Gaalen also updated the IRB on the use of the new FSW HRP training module. J. van Gaalen reminded the IRB that in response to the NIH’s training being replaced by a training module with a fee,

FSW has now implemented 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:

- 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.
- PI (with IRB application already submitted) or IRB member can take FSW's in-house human research protections training course 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 ensures 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 is available for IRB to review and provide revisions/comments.
- Lastly, J. van Gaalen reminded the board that if they wished for any webinars which are made available by OHRP during their monthly email updates to simply make the request and they will be forwarded to the board. OHRP updates typically are only forwarded to IRB members from the HSA when changes to IRB decision-making occurs.
- J. van Gaalen adjourned meeting at 2:23 p.m.

Minutes submitted by J. van Gaalen on October 15, 2019.