



**Institutional Review Board Minutes**  
**Sept 20, 2017**

**Discussion topic:** International Research

**Participants:** Tim Beyer (Co-chair), Joel Elliott (Co-Chair), Lisa Ferrari, Wendell Nakamura, Mike Pohl, Sara Protasi, Mark Reinitz, Alexa Tullis, Andreas Udbye, Jan Wolfe (community representative)

**Protocols:**

- 1718-001 Expedited and approved

**Call to Order:** The meeting was held in Wyatt Hall, Rm. 326. Elliott called the meeting to order at 1:01pm.

**Approval of Minutes:** Elliott moved to approve the minutes from the meeting held on Sept. 9, 2017. Pohl seconded the motion. Nine members voted in favor, none opposed, one abstained.

Introductions to Wolfe (community representative). She does not have access to the IRB server and will receive communications via email.

**Updates and announcements:**

1. All members have completed required CITI training modules. New certificates were sent to Jimmy McMichael via [irb@pugetsound.edu](mailto:irb@pugetsound.edu). All members' certifications current. No further action required.
2. The CVs of all members have been submitted to McMichael and uploaded to IRB sharedrive. No further action required.
3. Share drive accessibility. Members (except Wolfe) have access to IRB sharedrive via university-networked computers or via vDesk through the network address: \\merlin2\irb (on Windows) or //merlin2/irb/ (on iOS). There, members may view CITI certificates, CVs, Senate Reports, past protocols, and Resources for Members (including approval guidelines and standardized responses).
4. Mentors and mentees should meet for guidance on approval process. Members may view previously approved protocols to see how to conduct the approval process.

**Agenda:** International research

Discussion of identified issues.

1. **Travel to countries on the travel warning list.** [IRB webpage](#) needs to be linked to travel warnings according to [U.S. Department of State](#), [CDC](#), and [Puget Sound's Office of International Programs](#). Ferrari volunteered to draft verbiage.
2. **Protections for human subjects abroad.** For students who wish to conduct research involving human subjects outside of the U.S., IRB webpage needs to outline Puget Sound policies and procedures, based on [International Compilation of Human Research Standards](#) by the Office for Human Research Protections at the U.S. Department of Health and Human Services. An example might be that which is used by [Virginia Tech](#). Ferrari to draft verbiage.
3. **Ensuring sensitivity and equivalence.** Greatest concerns are for language equivalence (translation into other languages and back translation) and for the use of culturally appropriate language. Elliott mentioned that the onus of responsibility is incumbent on the student researcher to convince IRB of efficacy of equivalence. Beyer reported that a policy needs to be in place such that the PI needs to demonstrate that they have gone through appropriate procedures to ensure language equivalence and the use of culturally appropriate language. The back translator should be a different person than the one doing the initial translation. Reinitz suggested that as part of the proposal, the PI needs to outline the exact process of translation and back translation, including how it was obtained, who conducted it, and demonstrate his or her linguistic and cultural competent (perhaps through credentialing). Ferrari emphasized that students conducting international research often have tighter timelines when applying for UEC funding. Beyer to begin drafting general guidelines for international research that ensures language equivalence and the use of culturally appropriate language.
4. **CITI cultural competence.** Beyer raised the question of whether the IRB should apply this cultural competence more broadly (not just for international research) by requiring all PIs to take a cultural competence education module offered by CITI. **Action:** IRB members should explore CITI module for next meeting to provide input.
  - a. Login to your CITI account.
  - b. From the main menu, select "IRB Members" module.
  - c. Under "Optional Modules," select "Cultural Competence in Research (ID: 15166)."
  - d. Read module and take post-test.
  - e. Provide feedback as to whether PIs should be required to take this as part of their CITI training.

\* additional note: CITI also offers an optional module titled, "International Research – SBE (ID: 509)."

**Future items:**

1. Continued discussion of International Research, with attention to
  - a. Travel warnings
  - b. International Compilation of Human Research Standards
  - c. Cultural sensitivity and language equivalence
  - d. Potential requirements for CITI training modules
2. Memoranda of Understanding (MOUs) with Institutional Research are expiring after a three-year term. Need to consider asking researchers to update materials. Suggestions for wording will be discussed.

The meeting was adjourned at 1:56pm.

The next meeting will be **Wednesday, October 11, 2017, 1:00-1:50pm, Wyatt Hall, Rm 326.**

Respectfully submitted,  
Wendell Nakamura