

Institutional Review Board

Minutes

September 27, 2019

Present: Renee Houston (ex-officio member), Hajung Lee, Wendell Nakamura, Mark Reinitz, Brad Richards, Jane Sweeney (community member), Alexa Tullis, Andreas Udbye, Ann Wilson

Absent: Andrew Gardner

Approval of Minutes: The minutes of the meeting of September 16, 2019 were approved.

Announcements:

- 1) Nakamura reported that Mike Pohl has agreed to co-chair the IRB in the spring of 2020 when Reinitz is on sabbatical leave.
- 2) Nakamura spoke with Jimmy McMichael in the Office of the Associate Deans and he is willing to assist in facilitating a procedure for online submissions of protocols.

Protocols Approved Since 9-1-2019:

Protocol Number	Level of Review	Status
1920-001	Exempt	Approved
1920-002	Expedited	Approved
1920-004	Expedited	Approved
1920-005	Expedited	Approved

Student Inquiry: Reinitz shared an inquiry from a student who is working with the Office of Institutional Research on a project regarding voter registration among students. He would like to share this data at an upcoming conference and wondered if he needed IRB approval. After discussion, it was determined that if the student is only reporting number of individuals registered without any identifying information to an outside group, it does meet the definition of research that would likely meet the criteria for exempt review. Based on the discussion, Reinitz will reply to the student asking them to submit a protocol for review by the IRB.

Protocol 1920-005: The protocol, which had been previously approved by the Washington Department of Corrections (DOC), was discussed. One minor discrepancy was found in the application to the DOC regarding the anticipated project end date vs. when the data will be destroyed.

ACTION: M-S-P 9-0 to approve the protocol. Reinitz will contact the primary investigator to let her know and will mention the date discrepancy as noted above.

Appearances of Protocol Approval Notices: Wilson suggested that the current protocol decision notices and email templates that are used to inform researchers of protocol approval would appear more professional if they were printed on a document with the university logo and were physically or electronically signed by the IRB co-chairs. There was discussion as to whether this needed to be official university letterhead stationery or whether the university approved logo itself would be acceptable.

ACTION: Wilson agreed to draft a template and circulate it to members for preliminary review and discussion at the next meeting.

Review of Psychology Department Memorandum of Understanding (MOU): The changes proposed to the current MOU between the Psychology Department and the IRB were reviewed. Nakamura, Tullis and Wilson suggested editorial changes and clarifications to the proposed language. After discussion, it was determined that the revised document could be provisionally approved pending acknowledgement from the Psychology Department that the changes were acceptable.

ACTION: Nakamura will draft a letter to Tim Beyer, Psychology Department chair informing him of the revisions and asking for acknowledgement. If agreed upon, the revised MOU will be valid for three years.

Review of Sociology and Anthropology (SOAN) Memorandum of Understanding (MOU): The changes proposed to the current MOU between the Department of Sociology and Anthropology and the IRB were reviewed. It was determined that some of the commentary in the proposed MOU was not necessary and could be deleted without detracting from the intent of the MOU. In addition, the board found item 4 regarding the guiding principles for the fluid nature of questioning in ethnographic research and the need to make changes somewhat vague and felt it required clarification. SOAN will be asked to clarify at what point the needed changes would be significant enough to warrant a modification to the original protocol.

ACTION: Reinitz will draft a letter to the chair of SOAN asking the department to respond to the issue raised above and re-submit the revised MOU to the IRB for further consideration.

All action items described during the were reviewed and agreed upon.

The meeting was adjourned at 4:10 pm.

Respectfully submitted,

Ann Wilson