

**Institutional Review Board  
Minutes  
March 27, 2020**

**Present:** Andrew Gardner, Marcia Garrett, Renee Houston, Hajung Lee, Wendell Nakamura, Michael Pohl, Brad Richards, Alexa Tullis, Andreas Udbye, Ann Wilson

**Called to order:** 2:03pm

**Minutes:** The minutes from the meeting on February 21, 2020 were approved.

**Protocols Reviewed since the last meeting:**

1920-049 - expedited  
1920-050 - expedited  
1920-052 - expedited  
1920-053 – expedited  
1920-054 – expedited  
1920-057 – expedited  
1920-059 (pending)  
1920-060 – expedited  
1920-064 – expedited  
1920-065 – expedited (pending)

**Notification for CITI training requirement for faculty researchers and faculty advisors**

- Richards suggested a slight modification of the wording.
- The wording for the notification was approved
- **Action:** This notification will be sent to faculty through facultycoms.

**IRB activity and treatment of protocols during the Coronavirus**

- We want to make it clear to faculty and students that the IRB is still accepting, reviewing, and approving protocols during the Coronavirus pandemic.
- There are mechanisms in place that will prevent protocols involving international travel from proceeding. The IRB does not need to do anything special to prevent such travel.
- There is language on the IRB web page stating that protocols involving face-to-face interactions can only proceed once federal, state, and university regulations allow such meetings.
- **Action:** Nakamura, Pohl, and Houston will work on language to be included in the approval letters stating that protocols involving face-to-face interactions can only proceed once federal, state, and university regulations allow such meetings.
- **Action:** Nakamura will announce at the April 1<sup>st</sup> Faculty Meeting that the IRB is still accepting, reviewing, and approving protocols. (Note: During this meeting Nakamura will also answer questions faculty may have about the new fourth charge that was added to the IRB's standing charges)

**Review of protocols requiring full board review**

1920-048 –

- Some discussion about potential risks to subjects.
- Some discussion about the scope of the work discussed in the protocol.
- Some discussion about confidentiality of participants.
- Some discussion of research questions.
- **Approved unanimously**

1920-055

- Pohl summarized the protocol
- Issues related to the clarity of the consent forms were discussed.
- Issues related to potential risk to subjects was discussed.
- **Approve unanimously pending edits –**
- **Action:** Pohl will convey the board's suggestions and take the lead on reviewing and approving the revised protocol, maybe with some input from Tullis.

1920-066

- Nakamura summarized the protocol
- Some discussion of the content in the protocol.
- **Approved unanimously with some very minor edits.**
- **Action:** Nakamura will convey the board's comments and review and approve the revised protocol.

### **Ongoing IRB business**

- It was agreed by all members to table the work on the IRB handbook and consent forms until next year.
- **Action:** Stop working on these things now!

### **Uncoming meetings:**

- April 10 & 24<sup>th</sup>

**Adjourned:** 3:23 pm

Respectfully submitted  
Alexa Tullis

## ATTENTION ALL FACULTY

### Faculty Researchers and Faculty Advisors of Student Research Using Human Subjects

#### Instructions to Complete CITI Training Courses

As was announced in the Faculty meeting on March 4, 2020, the University's Institutional Review Board (IRB) has received Federal Wide Assurance (FWA), which qualifies researchers associated with the campus community to receive federal funding. In compliance with the Code of Federal Regulations on the Protection of Human Subjects (45 CFR 46), the IRB will require all faculty researchers and faculty advisors of student research to provide evidence of training on regulations relevant to research with human subjects. **This requirement will become effective as of the beginning of the Fall semester on August 31, 2020.**

Faculty undertaking research with human subjects and faculty advisors of students doing research on human subjects must complete training through the Collaborative Institutional Training Initiative (CITI). These instructions are also posted to the ORB website at <https://www.pugetsound.edu/gateways/faculty-staff/institutional-review-board/>

To complete the training, navigate to:

<https://www.citiprogram.org/>

Register by creating a new account affiliated with the University of Puget Sound (be sure to type "University of Puget Sound" into the affiliation and/or select it from the possible responses you get).

Click the "View Courses" button next the entry for University of Puget Sound

Click on the Learner Tools link associated with the Active Courses and then click "Add a Course".

You'll be asked some background questions on the Select Curriculum page in order to associate your account with the correct modules. Select the following choices for Questions 1-5.

1. Human Subjects Research → Researchers and Faculty Advisors
2. Responsible Conduct of Research → Not at this time
3. Conflict of Interest → No
4. IACUC → Not at this time
5. IACUC Species-specific courses → Ignore

Click "Complete Registration"

Click "Finalize Registration" on the next page

Faculty conducting or overseeing research on human subjects must successfully complete the following 5 required modules:

- Belmont Report and Its Principles
- Assessing Risk
- Informed Consent
- Unanticipated Problems and Reporting Requirements ...
- Cultural Competence in Research

**If you plan to conduct research abroad or to access vulnerable populations (e.g., children, prisoners, pregnant women, etc.), you will have to complete some additional Optional Modules that apply to your research.**

There are quizzes associated with modules within each course. Successful completion is earning 80% or better on all quizzes in the courses. The CITI training will take a few hours to complete, but the certificate is valid for three years.

***Once you've successfully completed a course, download your completion certificate and save it on your computer. A copy of the certificate must be appended to your IRB protocol. Completion certificates are valid for three years and must be renewed upon expiration.***