

Institutional Review Board Minutes
Friday, April 10, 2020

Participants: Wendell Nakamura (Co-Chair), Mike Pohl (Co-Chair), Marcia Garrett (community liaison), Renee Houston (Ex-Officio), Ha Jung Lee, Brad Richards, Alexa Tullis, Andreas Udbye, Ann Wilson

Not in Attendance: Andrew Gardner

Call to Order: The meeting was held via Google Hangouts Meet. Nakamura called the meeting to order at 2:02pm.

Approval of Minutes: Tullis moved to approve the minutes from the meeting held on March 27, 2020. The minutes were approved unanimously.

Protocols that were approved since the last meeting:

1920-011 (expedited)	1920-055 (full board)	1920-068 (expedited)
1920-048 (full board)	1920-066 (full board)	

Agenda:

Topic: amendments to IRB documents (official standardized email responses and Protocol Decision Document)

Discussion and Decision: Discussion ensued to temporarily include language in IRB documents to remind researchers that while protocols may be approved by the IRB, face-to-face collection of data may not commence until social distancing restrictions are lifted in the local area in which data is being collected. Amendments were approved unanimously.

Action Steps and Follow-up: Nakamura to email final changes to IRB; Pohl to upload to IRB share drive.

Topic: summer research protocols

Discussion and Decision: Discussion ensued to reach out to students with summer research awards to remind them that the IRB in continuing to accept protocols for approval. Protocols that require face-to-face collection of data may not commence until social distancing restrictions are lifted in the local area in which data is being collected.

Action Steps and Follow-up: Nakamura, Houston, and Pohl to draft language for email and will seek approval from full IRB before sending to student with summer research awards.

The meeting was adjourned at 2:34pm. The next meeting will be April 24, 2020.

Respectfully submitted,
Wendell Nakamura