

Final report from Human Subjects Review Committee

Members of committee:

Paula Brown, Chairperson

Connie Chau

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The main function of this committee is to assure the protection of human subjects in research. This year the committee reviewed 27 research proposals. In addition, we spent considerable time reviewing and revising our policies and procedures for proposal review. This included discussing federal guidelines and strategies for assuring college-wide compliance. Our revisions were guided by efforts to bring our procedures in-line with requirements for Federal Wide Assurance (FWA) and to be more responsive to the needs of both researchers and reviewers. Our institute review board (IRB) is now registered and we have been granted a Federal Wide Assurance number which is required for some applications for federal grants.

Alterations in procedures implemented this year included the following:

1. having two individuals review expedited proposals
 - a. form created for submitting agreed upon comments to chair
2. increasing the number of submission dates to accommodate researchers
3. adding an external member to the committee as required for FWA

Changes that will be implemented next year

1. we will have a rolling submission process
 - a. proposals that are complete and conform to application guidelines will be reviewed within one month with two exceptions:
 - proposals submitted after November 15 will have review deadline of February 1
 - proposals submitted after May 1 will have review deadline of August 25
2. we will convert to an on-line submission process
 - a. current pdf application form will be converted to an online form that can be completed and submitted electronically
3. we will require faculty approval and sign-off for all student proposal submissions
4. we will develop a procedure for researchers to access training modules regarding protection of human subjects

Respectively submitted,

Paula M. Brown

Chairperson, Human Subjects Review Committee