

WISR IRB TRAINING MANUAL, AND WISR'S IRB ROLE, COMPOSITION AND DECISION-MAKING PROCEDURES

Required Training:

Any WISR faculty member who supervises student coursework, or who participates as a member of a Graduation Review Board, must go through the following training (see below), and also have their knowledge from that training evaluated in an oral exam, and then certified, either by WISR's IRB Chair, or WISR's Chief Academic Officer.

IRB Board: Role, Composition, and Decision-Making:

As will be seen from the study of the training resources (below—and especially clearly highlighted in the pdf/powerpoint from the University of California, Davis, Office of Research on “IRB Submission”), most, but not all, WISR student action-research projects/labs in WISR courses will be “exempt” from IRB review. WISR is requiring that *all* theses and dissertations, as well as any projects in courses that may lead to eventual publication, be subject to IRB review—either “expedited” or “full Board” review.

Those that are expedited may be reviewed by one member of the IRB, but NOT by the supervising faculty member of a course or the Chair of a thesis or dissertation review board (in order to get another perspective). In other cases, the Full Board must review and discuss the proposed research and arrive at a consensus. See “IRB Evaluation Form”

<https://drive.google.com/open?id=1h9qoO627uzS8BneQ09016C6VFs5Mi0LI> to be used in evaluating proposed research.

The IRB consists of the members of the Faculty Executive Committee (the faculty Chair of the IRB, the CEO, CAO, Chair of MFT Program and Chair of EdD Program), a community member or WISR alumnus not otherwise involved at WISR, and a “non-scientist” (that is someone with no graduate education in the social sciences or sciences). The IRB will be constructed to have gender and ethnic diversity. The current IRB has four women and three men, one Chinese-American, one African American, and an immigrant from Thailand.

IRB Training Manual:

All WISR faculty who supervise and evaluate student coursework—student progress and completion, as well as who serve on Graduation Review Boards—must complete this training. The resources in bold type and yellow highlighting are REQUIRED, the other resources are optional. The training should take about two hours. After reviewing the videos, slides and documents, faculty are required to discuss what they have learned with either the Chair of

WISR's IRB or WISR's Chief Academic Officer, both of whom are CITI-certified, and have their knowledge from the training certified.

IRB videos on Youtube

Source: US Dept. of Health and Human Services: Office for Human Research Protections (OHRP)

Basic Introduction to IRBs*

<https://www.youtube.com/watch?v=U8fme1boEbE> [7 minutes]

Membership Requirements

<https://www.youtube.com/watch?v=sk5CXXLafQQ>

How to Write an IRB Submission (40 min)*

<https://www.youtube.com/watch?v=UK5QatUEKE>

The Belmont Report: Basic Ethical Principles and their Application*

<https://www.youtube.com/watch?v=M6AKIihoFn4&feature=youtu.be> [26 minutes]

IRB Slideshows

UC Davis IRB Submitters Training (Miles McFann)** [35 slides]

<https://www.slideserve.com/shanon/irb-submission-powerpoint-ppt-presentation>

also available in WISR's Google Drive: <https://drive.google.com/open?id=1v-TahzFtey4SgWYJzp88nybZNF3Bg4bM>

Institutional Review Board (Dr. Baishnab)*

<https://www.slideshare.net/sumanbaishnab/irb-icf-protocol> [35 slides]

The Institutional Review Board: An Introduction (Stanford University)_

<https://www.slideshare.net/OSUCCCJames/barnard-joni>

What is an IRB? (University of Louisville)

<file:///C:/Users/Owner/Downloads/Printable%20Slides-%20%20What%20is%20the%20IRB%20Presentation%2003-26-2015.pdf>

IRB Documents

Institutional Review Board (IRB) Written Procedures: Guidance for Institutions and IRBs

(U.S. Department of Health and Human Services, Office for Human Research Protections (OHRP))
<https://www.fda.gov/media/99271/download>

The Institutional Review Board (IRB): A College Planning Guide (American Psychological Association)* https://research.kennesaw.edu/irb/docs/APA_irb_college_guide.pdf [31 pages]

Institutional Review Boards and Independent Ethics Committees (Michael R. Jacobs, Chapter 8: Principles of Good Clinical Practice)
http://www.pharmpress.com/files/docs/principles_clinpract_sample.pdf

IRB Overview
<file:///C:/Users/Owner/Downloads/Institutional%20Review%20Boards.pdf>

Institutional Review Board/Independent Ethics Committee (IRB/IEC) (Good Clinical Practice network)
<https://ichgcp.net/3-institutional-review-boardindependent-ethics-committee-irbiiec/>

The Belmont Report
<https://www.hhs.gov/ohrp/regulations-and-policy/belmont-report/read-the-belmont-report/index.html>

Expedited Review Categories (pdfs)
<https://www.hhs.gov/ohrp/regulations-and-policy/guidance/categories-of-research-expedited-review-procedure-1998/index.html>