

ANNUAL REPORT

HUMAN RESEARCH PARTICIPANTS COMMITTEE (IRB)

**University of North Alabama
Florence, Alabama**

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Committee Chair

5/17/18
Date submitted

Submitted to: Dr. Ross Alexander, Vice President for Academic Affairs and Provost

Date received

UNIVERSITY OF NORTH ALABAMA

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2017/2018

I. Executive Summary

As of May 17, 2018, 112 research proposals were submitted, with 91 receiving approval Subjects Research Committee; 17 were submitted for review with comments but no implementation, 4 are pending approval, and 3 required full review. Submissions will be accepted for the 2017-2018 year until August 2018. One report of potential research non-compliance was reported. As a result of this potential non-compliance issues, it was determined that a potential breach of data occurred but there was no data breach and research continued

II. The Committee's Charge (from the Shared Governance Document)

1. To review compliance with and administer the University of North Alabama policy on the Use of Human Research Participants
2. To examine the University of North Alabama policy on the Use of Human Research Participants annually and assess university practices in light of the information obtained
3. To propose changes in university practices relating to the use of human research participants
4. To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
5. To submit a final written report electronically by the first day of the fall semester to the Vice President for Academic Affairs and Provost with a copy sent to the Chair of the SGEC.

III. The Committee met on the following dates:

The HSC committee met on September 11, 2017 to elect a chair and vice-chair. Kristy Oden was elected as the chair, No vice-chair was elected.

The HSC committee conducted an e-business meeting on September 29, 2017 and elected Dr. Lorie Johnson as co-chair.

On November 6, 2017 the HSC met and reviewed 1 proposal submitted under the direction of Dr. Laura Killen in the HPER department involving caffeine use in participants. The committee made several recommendations which were addressed and the proposal was resubmitted and ultimately approved on November 21, 2017.

The HSC met and reviewed 1 proposal submitted under the direction of Dr. James Green in the Department of HPER on February 15, 2018. The committee asked for a small number of clarifications regarding procedures and updates. The proposal received final approval on February 22, 2018.

The full committee is in the process of an online-e-business meeting to review a proposal submitted under the direction of Dr. Katie Owens-Murphy related to the used of a vulnerable population. Outcome is pending.

IV. What were the Committee's actions and accomplishments this year relative to each of the items of the charge?

Three research proposals received full review and subsequent approval from the HSC. Of the remaining submissions, 109 were reviewed solely by the chair, with the vice-chair reviewing 12 submissions (research proposals submitted by the chiars college, Anderson College of Nursing). Drs. Blackstone and Oden continued to review the NIH and HHS IRB Policies. UNA's website was updated throughout the year. The IRB committee is piloting a Canvas Course to use for Full Reviews and fillable online IRB forms.

V. What were the Committee's formal recommendations?
HSC recommends that we continue to look into a mechanism for updating the website to allow for proposals to be directly uploaded on the website instead of being emailed. Online fillable forms are being piloted but do not resolve the issue of needed a fully online submission process. The committee also suggests working on developing a formal cooperative agreement policy for instances in which researchers from other universities with prior IRB approval wish to collect data at UNA.

VI. What does the Committee plan to accomplish

A. In the coming year?

The committee will also aim to continue to improve efficiency of the IRB process in order to review proposals in a timely fashion. Focus will also be on development and improvement of online submission and updating of policy and procedure to reflect the Common Rule changes.

B. In future years?

Future years' goals will be similar to the above stated goals.

VII. What are the Committee's weaknesses?

The HSC committee worked very well together this past year. However, there are typically 1-2 committee members that are either non-responsive or provide minimal effort and there is difficulty in scheduling face-to-face meetings. It will be important for the new chair to establish expectations at the first meeting and hold committee members accountable for their actions.

A. What can the Shared Governance Committee help you do to address the weaknesses?

We believe this is an internal issue that can be addressed within the committee. If issues continue to arise, Shared Governance may be able to assist the HSC by removing any members who are not meeting expectations.

VIII. Comments.

Student and faculty lead research continues to grow at UNA and is expected to continue to grow with the expanding program offerings. The committee chair has tried to maintain a fast-paced turnaround for review of exempt and expedited proposals and has been complimented on this. The committee chair is appreciative of the recognition of the time commitment necessary to review these proposals by the VPAA's Office. By providing a course release to the chair, this will allow him or her to work more efficiently. However, if the upward trend in submissions continues, it may be necessary to consider hiring a part-time staff member with experience reviewing IRB proposals, or elect College IRB co-chairs to lessen the burden on the HSC chair.