

To: Dr. Thomas Schuman

From: Dr. Kathy Northcut

Date: July 21, 2017

RE: IRB Committee report August 1, 2016-July 31, 2017

This report summarizes the activities of the Institutional Review Board (IRB) of Missouri S&T for the requested reporting period. The data reported represent activity of the IRB between the dates of July 1, 2016 and June 30, 2017. Most IRB activity is done by the committee chair; therefore, this report focuses on my actions in that role. I took over from Richard Hall as chair of the IRB on July 1, 2017. Here is a summary of major activities to date:

- Reorganized the board membership as indicated on <http://irb.mst.edu/irbmembership/> in order to be compliant per federal regulations
- Attended a 3-day PRiMR training (Admin bootcamp 101 and 201) in Atlanta in September 2016
- Familiarized myself with federal regulations and third-party certification requirements
- Installed IRB phone number as my office phone number
- Met and communicated as needed with VPR Mariesa Crow, Provost Marley, Interim Chancellor Maples, board members, and campus staff who assist with IRB administration
- Collaborated with Environmental Health office staff and director to update Web site (Irb.mst.edu), revise forms, and identify priority projects
- Met with various research groups, academic and non-academic departments, faculty, students, and staff from both on and off campus to answer IRB-related questions as needed
- Collaborated with Betty Birkner to ensure that applicants continue to receive timely responses to questions
- Participated in search for Compliance Manager, which position was filled in June 2017 by Sarah Kent, JD; met regularly with her during Summer 2017
- Met regularly with external PRiMR IRB Chair mentor for troubleshooting and to obtain ongoing professional development and compliance advice
- Managed IRB-related correspondence, communication, and documentation, with assistance from EHS staff

As IRB chair, I reviewed 76 applications (11 amendments or revisions, 4 renewals).

As IRB chair, I approved 66 applications (32 exempt, 34 expedited, 0 full board), with occasional input from board members or consultation with subject matter experts.

At this writing, 10 applications are either pending or awaiting PI revision.

The IRB committee has received one status/progress report to date and will receive a copy of this report.