



**RHODE ISLAND
COLLEGE**

Annual Report

Institutional Review Board (IRB)

July 1, 2018 – June 30, 2019

Respectfully submitted by Chair of the IRB, Emily Cook

Report Summary

- The IRB received 115 applications, including new protocols, renewals, and amendments to approved protocols.
- The IRB met monthly during the academic year (except May). Expedited reviews were conducted online between meetings.
- There were no study complaints or reports of unanticipated problems/adverse events.
- One inquiry about noncompliance and one instance of noncompliance occurred.
- 2,955 faculty, staff, or students have completed the required CITI research ethics training modules to date.
- Four Institutional Authorization Agreements (IAA) were signed that allowed other IRBs to be the IRB of record.
- The committee by-laws and Policies and Procedures Manual were updated to reflect a new policy on translation.
- Changes to the common rule were implemented in Topaz in January 2019.
- Three trainings were held in Spring 2019 on the changes to the Common Rule.

Committee members

<i>Member</i>	<i>Department</i>	<i>Term</i>
Dr. Emily Cook, Chair	Psychology	2018-2021
Dr. Stephanie Downey Toledo (external member as needed Central Falls)	Central Falls School District	2018-2019
Dr. Jesse Capece	Social Work and Prisoner Advocate	2018-2021
Dr. Susan Dell	Special Education	2016-2019
Dr. Andrea Dottolo	Psychology	2017-2020
Dr. Kevin O'Connor	Unaffiliated member	2018-2019
Dr. Paul Jacques	Management & Marketing	2017-2020
Dr. Sylvia Ross	Nursing	2018-2021
Dr. Marissa Weiss	Student Affairs	2018-2021

Meeting Dates

Sept 21, Oct 19, Nov 16, Dec 14, Feb 15, Mar 22, Apr 19

The May meeting was cancelled because there were no proposals that required full review.

Summer 2019: No summer meeting due to no proposals requiring committee review.

Expedited proposals were reviewed online during all months.

Summary of Applications

	Total	New	Renewal	Amendment
Current Year	115	70	12	33
2017-2018	94	67	15	12
2016-2017	95	60	17	18
2015-2016	90	57	13	20

Additional research projects were discussed with the Chair or submitted to Topaz but were determined not to be subject to the federal policy, and are not included in these counts.

Applications and other inquiries were received from faculty, staff, and students in departments representing all five schools on campus. Applications were received from:

- Anthropology
- Biology
- Communication
- Counseling, Ed. Leadership, & School Psychology
- Educational Studies
- Elementary Education
- English
- Health & Physical Ed
- Management
- Math & Computer Science
- Nursing
- Psychology
- Social Work
- Sociology
- Special Education
- URI/RIC joint Ph.D.

Unanticipated Problems/Adverse Events Reports

No reports of unanticipated problems or adverse events were received.

Noncompliance Reports

There was one instance of non-compliance involving a research procedure that was carried out differently than what was approved. This non-compliance was immediately reported to the Chair and handled by the Chair.

Mandatory Research Ethics Training

All investigators using human participants are required to complete the Collaborative Institutional Training Initiative (CITI) online training program. To date, 2,955 faculty, students, or staff members have completed the required IRB-related CITI training modules. Of them, 1,758 were students completing the student class projects training module. CITI training must be renewed every 5 years.

Central Falls/Rhode Island College Innovation Lab

There were no proposals reviewed on behalf of the Central Falls School District.

Committee By-Laws

The IRB by-laws were reviewed and no changes were made.

Policies/Procedures Updates

The IRB Policies and Procedures Manual was updated to reflect changes to the common rule. These changes were made in Spring and Summer of 2018 and implemented in January of 2019. Changes were also made to the language translation policy to make it more transparent. The updated policies and procedures were posted on the IRB website.

Updates

Changes to Topaz were implemented to reflect changes to the Common Rule instituted by U.S. Department of Health and Human Services in January of 2019. Several emails were sent

to faculty, staff, and administrators to provide information related to pending changes and regular updates. Three trainings were offered to faculty and students regarding these changes.

Committee Recommendations

The committee has the following recommendations: (a) providing consent forms in Spanish and Portuguese as on-line templates, (b) adding a student representative to the committee, (c) adding an alternative member to the committee who speaks other languages and could be brought in to review applications with translated documents, and (d) discussing a new way to evaluate quality improvement projects. The Chair would also like to offer trainings throughout the year, as well as Q&A sessions where faculty and students can ask their IRB related questions.