University of North Florida
Institutional Review Board Meeting

January 9, 2012
2:16pm
ORSP Conference Room
Building 3, Room 2502

Voting members present: Kathaleen Bloom, Richard Buck, Katherine Kasten, Jan Meires, Krista Paulsen, Randall Russac

2 members arrived late due to conflicting meetings. Quorum established at 2:16pm
Quorum: yes (6 of 8 attending)
Non-voting members: Dawn O’Connor and Kayla Champaigne

Minutes

I. Review and approval of minutes from 12/12/11 IRB meeting
- 12/12 minutes unanimously approved without adjustment 4 approved, 1 abstained, 1 absent at time of vote).

II. Discussion of full board project IRB#07-178 “Annual Emergency Services and Homeless Coalition of Jacksonville Census and Survey” submitted by Jeffry Will. Is project actually research involving human subjects?
   a) Background:
   - Project was originally approved as expedited back in 2008 and elevated to full board in 2009. An amendment was submitted in 2011 and reviewed by full board at the 12/12/11 IRB meeting. The board determined that the amendment could be approved with modifications. Upon further review, one or more IRB members indicated that this project could potentially be declared not human subject research. More information was requested to determine if the project should continue to fall under the purview of UNF’s IRB.
   - In email correspondence the PI indicated that “We are working with the Homeless Coalition to conduct a homeless census and survey as required by Federal HUD regulations. This is THEIR project and takes place every year in this community, and has since before I came to UNF in 1993. This is a study of available homeless persons (not a random sample, etc) – in Jacksonville and Northeast Florida – and thus can only be used to talk about homeless people here, not generalized to the broader homeless population (e.g. folks in San Francisco). As an Applied Sociologist and a teacher in Sociology (with a Community Based Learning class call Homeless and Hungry in America) I WILL be discussing the homeless in Jacksonville at meetings and in classes. And I will be presenting these findings to politicians, policy makers, homeless advocates, and agency heads throughout the region as we work with them to develop policies to ease one of the worst social problems in the area…”
   b) IRB Discussion:
   - Dr. Jeffry Will and Ms. Tracy Milligan attended the IRB meeting to discuss their project and to provide additional details about their perspective.
   - Data will be used to inform policy makers and others about the results of the study. The results will be de-identified and aggregated for the purposes of reporting.
   - PI indicated that he considers the project to be applied sociological research.
   - Committee review included, but was not limited to, evaluation of the following issues:
1. Whether UNF Researchers will engage in a systematic investigation designed to develop or contribute to generalizable knowledge (46.102).
   - Determination: IRB#07-178 is human subject research under the purview of the UNF IRB. This project will continue to be reviewed as a full board protocol.
2. Whether the proposed informed consent procedures and documentation are appropriate. One or more elements of informed consent were previously determined to require adjustment.
   - Determination: Informed consent does not contain all of the elements required by the federal regulations.
3. Whether a waiver of informed consent is justified with respect to this project in accordance with the requirements outlined in the code of federal regulations (46.116).
   - Determination: Project does meet the requirements for a waiver of informed consent under 46.116 (c). Researchers should continue to use the informed consent script for recruitment purposes. Researchers must revise the protocol application to include a written justification for receiving a waiver of informed consent.

- Materials utilized for discussion:
  1. Protocol documents for IRB#07-178
  2. Code of Federal Regulations 45 CFR 46
  3. UNF Standard Operating Procedures
  4. Office of Justice Programs website on generalizable knowledge
c) Vote (the board voted to approve this project with modifications): (4 approved with modifications, 2 abstained) Result: Approvable with modifications. Revisions can be reviewed by lead reviewer and RI staff. Approval date to be determined upon review and approval of revisions.

III. Discussion of data collection procedures for collecting data in the classroom when students are required to participate in research for course credit.

a) Background:
   - Projects IRB#11-121 “When Can Laughter Make You Included or Excluded?” submitted by Dr. James Wirth and IRB#11-123 “The Relation between Positive Beliefs about Post-Event Processing and Social Phobia” submitted by Dr. Brian Fisak both include involve UNF students as participants and may include sensitive topics. The IRB committee discussed whether projects like these could involve data collection in the classroom if the students are required to participate in research in order to receive course credit.
   - Dr. Wirth and Dr. Fisak were both invited to attend the IRB meeting. Only Dr. Wirth was available to attend.

b) IRB Discussion:
   - IRB reviewed the report submitted by Psychology department regarding Psychology students who were required to complete research for course credit during the fall 2011 term.
   - Participants in IRB#11-121 will have an alternative assignment (e.g., view Youtube clip and write response).
   - Life is Meaningless Questionnaire (IRB#11-121) captures world view and is not a scorable measure that can be compared to norms for diagnostic purposes.
   - Students in class will have the option to stay at home rather than attending class when the research study is conducted (IRB#11-121). This will be a one time occurrence.
   - With regard to IRB#11-121, the students will receive course credit but not as part of the department requirements. Students will not be recruited from a pool of Introduction to Psychology students.

c) Determination:
   - IRB#11-121 will not be reviewed as a full board project. With clarity from the PI and the
inclusion of a debriefing document, IRB members do not believe it will be necessary for the results to be scored while the participant is in the room. Because students have the option not to come to class during data collection period, risk of undue influence is greatly reduced. Project will be reviewed through exempt or expedited procedures.

IV. Update on IRBNet research integrity software
- IRBNet software to become available for use on January 17th, 2012. However, researchers will not be required to submit through IRBNet until February.
- Showed committee basic IRBNet functions using the IRBNet training tool called the “sandbox.”
- Disseminated IRBNet training energizers for IRB members and other IRBNet resources.

IRB Projects Approved since last convened meeting:

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