

To: James Swartz, Dean

From: Janet M. Gibson, Chair of the IRB

Date: June 26, 2002

Re: Annual Report of the IRB

The 2001-02 year was a busy one for the IRB. In 2001-02, the board consisted of myself, Jon Andelson, Victoria Brown, Mark Levandoski, and Ken Short. We reviewed 90 research proposals (most were expeditiously reviewed by the Chair alone).

1. Activities for the year included:

- created and distributed a booklet to faculty raising awareness of the IRB and giving contact information. We plan to distribute this annually by paper mail, and we have linked it to our Web page (web.grinnell.edu/dean/irb/).
- started electronic submissions of proposals in Summer 2001. NT storage space was created on the Sciences storageserver. A number of proposals still came in by paper, but the majority were done by email. Electronic proposal forms were made available from our Web page. A Word file lists all proposals and keeps better documentation of proposal information.
- acquired a file cabinet to store the paper records for the past 10 years. The file cabinet currently is stored in Science 0424 (my lab, Nancy Rempel-Clower's temp office). The chair holds the key.
- established an update policy for recording whether projects are finished in a year or if the number of participants has changed from the original proposal. We sent by email update forms to 25 faculty whose projects which were not student-class projects but which were MAPS or faculty research and asked them to note whether projects were completed and how many participants were used in projects proposed this year. We plan to send this out each year to keep our records current. Approximately 75% of recipients sent back the update form.
- acquired our own email address (irb@grinnell.edu) to facilitate contact from the campus by having a stable address that doesn't change with membership. The email is forwarded to the Chair or to Karen Thomson, science secretary, or whoever the Chair designates as the recipient of email to increase likelihood of someone always being available to handle any IRB correspondence.
- created an internal manual elucidating the various activities and responsibilities of IRB members and the chair. This should help with annual changing membership as

well as help the board keep in mind the various issues related to board activities. Creating the manual helped the current board discuss issues of policy.

2. The Psychology animal lab was inspected by Dr. Cornish of All Pets Veterinary Hospital in the fall and spring semesters. He found the animals in good condition on both inspections. He also met with Mark Levandoski and discussed his frog lab.

3. To help with changing ethics guidelines from the federal government, I helped the college acquire a Web-based tutorial from the U of Minnesota, which could be used to document that researchers have ethics training in research. Karen McRitchie in ITS has the responsibility of getting it online. Plans are to have users complete the tutorial by entering a link on the IRB Web page and upon completion, their name is sent to a file on the IRB NT space to record their completion of the tutorial. Karen met with me and Karen Wiese in early June, 2002, to discuss the project, and hopefully this tutorial will be up and running soon to determine whether it is satisfactory or not.