

[NMSU](#) > [NMSU Boards and Committees](#) > [2018 Board Reports](#)

Institutional Review Board

CONTACT INFORMATION

For the person completing this report.

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INFORMATION ABOUT THE BOARD

Board Website (if applicable)

<http://compliance.research.nmsu.edu/IRB>

Official Name of the Board

Institutional Review Board

Effective date of establishment

01/1960

Authorized by

Regents Policy Manual (RPM)

Scope of Impact

System

Type of Board

Standing

Purpose

Required by federal regulations to assure adequate review of research activities involving human subjects, and to determine the acceptability of proposed research in terms of institutional commitments and policy and federal regulations, applicable law, and standards of professional conduct and practice.

Authority

All research activities involving human subjects must be reviewed and approved in advance by the Institutional Review Board to ensure the rights, well-being, and personal privacy of the individuals participating in research projects are protected, while also maintaining a favorable climate for the conduct of scientific inquiry. All research conducted at or by the university, regardless of funding source, shall adhere to the requirements of the Institutional Review Board.

MEMBERSHIP

What is the process for selecting a chair?

Recommendations are made to the Vice President for Research by the voting members and the Associate Vice President for Research Integrity, based on previous service on the Institutional Review Board and Professor rank. The Vice President for Research appoints the Chair.

Chair for 2017-18 Academic Year

Name

Rolston St. Hilaire

Email

rsthilai@ad.nmsu.edu

Co-Chair for 2017-18 Academic Year

Chair for 2018-19 Academic Year

Name

Rolston St. Hilaire

Email

rsthilai@ad.nmsu.edu

Co-Chair for 2018-19 Academic Year

Additional Membership Details

Members are appointed by

As Individuals

Position appointment description

Recommendations are made to the Vice President for Research by the Chair of the Board upon concurrence of the voting members, the Director of the Office of Research Compliance, and the Associate Vice President for Research Integrity.

Is membership representative?

Yes

Please describe how the membership is representative.

The Institutional Review Board is primarily composed of representatives from the colleges and departments most concerned with projects involving human subjects. The Board must include at least one member whose primary concerns are in nonscientific areas and one member who is not employed by the university or otherwise officially affiliated with the university and who is not part of the immediate family of a university employee.

What university function/office is responsible for appointments?

The Vice President for Research appoints the Board members

What are the terms of appointment?

Members are appointed for 3 years. Their begin and end dates are dependent on when they are appointed to the Board.

Are terms staggered?

Yes

Are members subject to reappointment?

Yes

Please explain the conditions under which members are subject to reappointment.

The members are subject to reappointment based on the need for their specialty areas of research, expertise working with certain populations, broad knowledge base of quantitative and qualitative research methods, and/or previous strong track record of contributions to the Board.

What is the process for filling vacant positions?

Recommendations are made to the Chair of the Board by the Deans and/or Department Heads of the colleges and departments most concerned with projects involving human subjects, as well as the current Board members. Upon concurrence of the voting members, the Director of the Office of Research Compliance, and the Associate Vice President for Research Integrity, the Chair of the Board makes the final recommendations to the Vice President for Research.

Member List

Name	Title	Member Type
Rolston St. Hilaire	Professor	Voting Member
Rebecca Corran	Assistant Professor	Voting Member
Ivan De la Rosa	Associate Professor	Voting Member
Benjamin Diven	Staff Physician/Medical Director	Voting Member
Teresa Keller	Professor	Voting Member
Edward Pines	Department Head/Full Professor	Voting Member
Manal Hamzeh Al Smadi	Associate Professor	Voting Member
James Bishop	Professor	Voting Member
Karin Wiburg	Professor	Voting Member
Father Chuck Henkle	Priest/Chaplain	Voting Member
Sue Bonar	Associate Web Developer	Voting Member

Name	Title	Member Type
Kourtney Vaillancourt	Associate Professor	Voting Member
Jeanette Haynes Writer	Professor	Voting Member
Merranda Marin	Associate Professor	Voting Member
Lauren Rosenberg	Department Head/Professor	Voting Member
Julie Steinkopf	Associate Professor	Voting Member
Joe Tomaka	Professor	Voting Member
JoAnne Dupre	Biosafety Manager/Export Control	Non-voting Member
Luis Vazquez	Associate Vice President for Research Integrity	Non-voting Member
Michelle Gavin	Research Integrity Coordinator	Non-voting Member

MEETINGS & ADMINISTRATIVE SUPPORT

What university office/function provides administrative support to this board?

The Office of Research Compliance and the Office of the Associate Vice President for Research Integrity, within the Office of the Vice President for Research

What are the requirements for the number of meetings to be held annually?

While there are no requirements for the number of meeting held, the Board aims to meet on a monthly basis throughout the academic year

Was the requirement for the number of meetings met?

Yes

List of Meeting Dates

August 11, 2017

September 8, 2017

October 13, 2017

November 10, 2017

December 13, 2017

January 19, 2018

February 16, 2018

March 9, 2018

April 13, 2018

May 16, 2018

Major Accomplishments

Board oversees all of the human subjects research each year. Applications amount to about 1200 applications a year.

1) the Strategy Sub-Committee for Implementing New Common Rule was formed and provided guidance on how NMSU IRB will comply with the new revised Common Rule which is currently delayed until January 21, 2019.

2) the IRB committee members attended the PRIM&R SBER17-AER17 Virtual Meeting and training sessions November 5-8, 2018

3) the IRB Chair and Office of Research Integrity and Compliance staff attended the PRIM&R Implementing the Revised Common Rule workshop in Albuquerque, NM on January 29, 2018; the other members were provided a briefing of the material covered and discussed further plans for preparing for the New Common Rule.

4) Added the NIH Good Clinical Practice (GCP) training course for Social and Behavioral Researchers to the NMSU Courses available through the Collaborative Institutional Training Initiative (CITI) Program.

5) the IRB committee approved the "Certificate of Collaborator Letter" that was presented by the sub-committee on December 13, 2017.

6) IRB members participated in the Higher Learning Commission Review Team Open Forum for Criteria 1 & 2 on November 13, 2017.

7) IRB committee revisited the topic of researchers using Mechanical Turk (MTurk) because of the concern of ensuring the use of MTurk not causing a conflict with the participants right to withdraw from the study and decided that the proper protections for the participants can be ensured through the regular IRB review process.

8) the IRB committee has welcomed 6 new faculty members to the NMSU IRB and provided training on IRB topics as well as the MAESTRO Review System.

9) the new release of MAESTRO, Version 2.1 in June 2018

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