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Institutional Review Board

CONTACT INFORMATION

For the person completing this report.

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INFORMATION ABOUT THE BOARD

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 Chair of the Board upon concurrence of the voting members, the Executive Director for Research Administration.

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 The Vice President for Research appoints the Board members

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 Executive Director for Research Administration, the Chair of the Board makes the final recommendations to the Vice President for Research.

Member List

Name	Title	Member Type
Rolston St. Hilaire (April 2019)	Department Head/Professor	Voting Member
Merranda Marin	Associate Professor	Voting Member
Joe Tomaka	Professor	Voting Member

Name	Title	Member Type
Rebecca Corran	CC Dept Chair/Assistant Professor	Voting Member
Ivan De la Rosa	Associate Professor	Voting Member
Benjamin Diven	Staff Physician/Medical Director	Voting Member
Teresa Keller (February 2019)	Assoc Dean/Professor	Voting Member
Edward Pines	Department Head/Full Professor	Voting Member
Manal Hamzeh Al Smadi	Associate Professor	Voting Member
James Bishop (October 2018)	Professor	Voting Member

Name	Title	Member Type
Father Chuck Henkle	Priest/Chaplain	Voting Member
Kourtney Vaillancourt	Associate Professor	Voting Member
Jeanette Haynes Writer	Professor	Voting Member
Lauren Rosenberg	Department Head/Professor	Voting Member
Julie Steinkopf	Associate Professor	Voting Member
Mary Alice Scott	Associate Professor	Voting Member
Alisha Giron	Executive Director for Research Administration	Non- voting Member
Claudia Alexander	Research Integrity Coordinator	Voting Member
Michelle Gavin	Research Integrity Coordinator	Voting Member

MEETINGS & ADMINISTRATIVE SUPPORT

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

The Office of Research Integrity and Compliance 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 meetings 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 17, 2018
September 28, 2018
October 26, 2018
November 30, 2018
December 12, 2018
January 10, 2019
February 15, 2019
March 8, 2019
April 12, 2019
May 15, 2019

Major Accomplishments

The Institutional Review Board (IRB) oversees all of the human

subjects research each year. The Office of Research Integrity and Compliance along with the IRB processed over 1000 applications during the 2018-2019 academic year. 46% of these applications were successfully approved and 37% were returned for amendment. The processing of the total applications is a reflection of the IRB process which entails prescreening of all incoming protocols by the Research Integrity Coordinators, along with detailed reviews from the board members, the Chair and Vice Chair.

Other accomplishments include:

- 1) Implemented the Revised Common Rule on January 21, 2019
- 2) The IRB committee members attended the PRIM&R conference November 14-17, 2018
- 3) Developed and updated IRB related SOP's
- 4) Appointed new IRB Chair, Dr. Merranda Romero Marin, and Vice Chair, Dr. Joe Tomaka to begin terms as of April 12, 2019
- 5) Sub-committee reviewed and provided updates to the IRB Handbook to reflect the changes incorporated by the Revised Common Rule
- 6) Sub-committee developed and the IRB approved new consent and assent form templates in compliance with the Revised Common Rule federal regulations
- 7) Implemented a new NMSU institutional policy to require an annual status report submission by PI's of active IRB applications which replaces the requirement of continuations
- 8) The IRB committee has welcomed 1 new faculty member, 2 new Research Integrity Coordinator staff members, and the Executive Director of Research Administration as an Ex-Officio member
- 9) The new release of MAESTRO, Version 2.1.5 in January 2019 to support the Revised Common Rule changes
- 10) Provided outreach presentations on the Revised Common Rule January, February, March 2019
- 11) The IRB committee members attended the PRIM&R SBER17-AER17 Virtual Meeting and training sessions November 14-17, 2018
- 12) The IRB committee meetings have gone paperless and IRB meeting packets are now provided via Maestro as of October 2018

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