



Education and Social/Behavioral IRB Office

Annual Report

June 1, 2014 – May 31, 2015

TO: Susan Ellis Weismer, Associate Dean for Research, College of Letters & Science
Robert Mathieu, Associate Dean for Research, School of Education
Stephen Quintana, IRB Chair

This report summarizes activities of the Education and Social/Behavioral Science Institutional Review Board (ED/SBS IRB) office for the 2014-2015 academic year.

STAFFING

After a period of relatively stable staffing, the past year included a number of personnel changes, which resulted in long periods of being very short-staffed. In October of 2014, long-time Project Assistant, Lori Pendleton, retired from UW-Madison. Lori provided integral support to the IRB office; however, a much larger need was identified. In anticipation of Lori's retirement, the IRB office made a request to convert Lori's classified position to that of academic staff, making it possible for the new FTE to become a voting member of the IRB and, therefore, serve as an additional Staff Reviewer. After a number of re-writes and meetings, involving both L & S and campus HR, the conversion of the position was approved. Around the same time, IRB Assistant Director, Jeff Nytes, left the IRB to take another position on campus. Jeff had served as the liaison for K-12 Education-based research, an important role in our office. These two positions were filled in early February with the additions of Carol Zirngibl and Kamie LeClair. The office was once again fully staffed. However, within a few weeks, Lee Alliet, IRB Assistant Director, announced that she was leaving the University. Lee had served the IRB office during the development and roll-out of ARROW, and also played an integral role in the development of our KB website; consequently, her departure created a significant gap. At the time of this report, the search to fill that position is in progress.

COMMITTEE

As noted in the 2013-2014 Annual Report, the Education and Social/Behavioral Science IRB now functions as one office with one IRB committee and staff that serve all researchers. As we approach the end of year two as one office and committee, researchers and IRB members continue to be satisfied with the merge, and IRB staff appreciate the efficiencies the merger created.

In addition to the Chair and Associate Chair, the membership of the IRB committee (Appendix A) includes, per federal regulations, community representatives, non-scientists, a prisoner representative, and faculty and academic staff who bring a wide range of expertise representing the various disciplines and departments who submit research to the IRB for review.

The full committee meets once a month. The following types of protocols are reviewed at the monthly committee meetings:

- New Initial protocol applications;
- Protocols that were previously reviewed and deferred;
- Continuing Review applications that require full review as mandated by the federal regulations; and
- Protocol Change applications that involve substantive revisions.

The IRB staff assigns two primary reviewers to each Initial review submission and one reviewer to each Continuing Review or Change submission that requires full committee review. While the

primary reviewers are expected to provide a summary of the application materials and comment on any concerns they may have with a proposed study, all members participate fully in the discussion of each protocol at the monthly meetings.

In addition to protocol reviews, the convened IRB considers any reports of potential non-compliance, as well as unanticipated problems that are reported to the IRB office.

(As noted later in this report, the IRB is experiencing a steep increase in the number of reportable events that are being reviewed by the IRB as a result of the PAM audits.)

Expedited sub-committee meetings are scheduled weekly; IRB members are assigned to the expedited sub-committee on a rotating basis, along with the four Staff Reviewers, who are also voting IRB members. While many of the sub-committee meetings are cancelled because there are no submissions for the agenda, having scheduled weekly meetings ensures that submissions can be reviewed quickly once they have been through staff pre-review.

The IRB sub-committee reviews protocols which qualify for expedited review under the federal regulations. Unless problems are reported or significant changes are proposed, Continuing Review applications are generally reviewed via the expedited review process by the IRB Staff Reviewers, and reported to IRB members on the agenda and minutes of each monthly meeting.

Exemption determinations are also reviewed by IRB Staff Reviewers. Continuing Review and Change of Protocol applications that include significant changes are assigned to either full review or the expedited subcommittee, as determined by the assigned Staff Reviewer. This structure continues to work well and minimizes the burden on the IRB members.

WORKLOAD

As detailed in (Appendix B), the total number of reviews conducted by the ED/SBS IRB continues to inch upward. Because this office deals only with research that is determined to be minimal risk, the majority of the projects are straight-forward and clearly meet the criteria for expedited review or exemption. However, multiple rounds of back-and-forth with investigators are often required to ensure that the regulatory requirements are documented in each protocol file. Slightly more complicated and time-consuming are projects that involve international research, vulnerable populations (minors, prisoners, diminished capacity to consent), research that includes a genetic component, or large multi-phase, multi-year or multi-site projects that could require additional documentation (data use agreements, IRB Authorization Agreements, IRB approvals from collaborating sites, etc.).

QUALITY ASSURANCE AND QUALITY IMPROVEMENT

Per the campus' AAHRPP accreditation, the IRB is required to report to the campus Quality and Compliance Operations Committee (QCOC) in regards to quality assurance and quality improvement measures that the office develops and/or has in place (Appendix C). Although modified slightly each year, the following measures have been in place since the last AAHRPP site visit:

- Evaluations of the IRB process, IRB meetings, IRB Chair, and IRB office staff by the members of the IRB;
- Evaluation of the IRB Chair, Associate Chair, and IRB members by IRB office staff;
- Tracking of all office activity (attendees at drop-in hours, outreach events, consultation appointments, and other meetings) and
- Evaluations by attendees of the outreach activities that are promoted on the Office of Human Resource Development (OHRD) training site.

The IRB office also continues to monitor website metrics and turnaround time(s) on a bi-annual basis; those details are included in the campus QCOC reports.

OUTREACH

For the past several years, the office has tried to increase the IRB's visibility on campus through expanded outreach activities.

The IRB Director and Assistant Directors held nearly 20 outreach events during the 2014-2015 academic year. A significant number of the outreach activities took place at the request of faculty, staff, or departments. Events that were requested by individual departments or instructors were tailored to meet the specific needs of the group.

IRB staff also offer a regular rotation of at least six larger training sessions (Appendix D) that are marketed to IRB members, department chairs, and administrators through our listserv, website and newsletter, as an opportunity for researchers and research teams to learn about the IRB

process and meet IRB staff.

A new session was created this year, *IRB 103: How to Avoid Delays in the IRB Approval Process*, which was so well-received that a second session had to be scheduled in order to accommodate all of those who were interested. A result of that outreach was a checklist, available to researchers on the KB, which identifies the most frequent errors/omissions noted by IRB Staff Reviewers. *IRB 501: Qualitative Research*, which was created at the request of qualitative researchers, generated the least amount of interest, and the IRB staff continues to discuss if that session will be eliminated. Outreach events are generally well-attended, and researchers have enjoyed meeting staff to “connect a name with a face.”

The “Bring Your Own Laptop” drop-in hours continue to be a resource that researchers – graduate students in particular – seem to appreciate. Researchers are offered an opportunity to drop-in to the IRB office without an appointment for individual assistance. Researchers bring questions about their protocol application, supporting documents, or responding to the IRB’s review comments. Drop-in hours are offered two days a week throughout the year.

The IRB office tracks outreach events, individual meetings, and drop-in sessions held with investigators and graduate students, which show over 200 individual meetings (Appendix E), each involving one to four IRB staff, during the 2014-2015 academic year. (NOTE: the tracking does not include individual meetings held by Jeff Nytes, as that information was not available at the time of this report). The details in Appendix E clearly document the fact that IRB staff are available and willing to assist investigators with the IRB process. These meetings are in *addition* to those that occurred as part of drop-in sessions. While this tracking and reporting may seem excessive, having this data available will be important at the time of AAHRPP re-accreditation, as evidence of ongoing outreach, quality improvement, and quality assurance measures.

OTHER COMMUNICATIONS

Communication regarding updates to the ARROW system, IRB events, and any general IRB announcements are disseminated via IRB listservs that includes all PIs with active ED/SBS protocols. In addition, research staff and office support staff are invited to request that their name be added to the listserv if they are interested in receiving correspondence from the IRB office.

The IRB office continued to create and distribute a newsletter, *IRB Insider*, during the 2014-2015 academic year. The premier issue was distributed in February 2013, followed by distributions in September of 2014 and February of 2015. Due to short-staffing, the IRB office did not produce a spring issue in 2015. Current plans for the newsletter are now under discussion. Starting this fall, the office hopes to begin producing an abbreviated version of the newsletter to distribute with greater frequency (possibly as often as monthly). The newsletter will be a one-page document, sent to members of the listserv. The newsletter was originally developed as another mechanism to provide researchers with information and guidance about important issues, notices, and updates relevant to educational and social and behavioral human subjects research. The goal of the shorter, more frequent publication would be to provide more up-to-the minute information on

happenings in the IRB office and to send brief announcements about outreach events and other news, such as updates to campus policies.

ARROW UPDATE

The ED/SBS IRB has been live on ARROW for nearly three years. The majority of feedback provided by researchers and faculty is that they are learning the system and find this to be a far superior product and process than the previous system. New students and researchers accessing the system typically have little trouble navigating it and following the IRB process. Where issues still exist, the ED/SBS IRB office continues to work with campus partners in finding the best ways to resolve those issues.

Over the course of the previous year, the IRB offices worked with the ARROW IT team within the Graduate School to address 74 issues through several patches to the system. The addressed issues included updates to application questions, workspace formats, and overall functionalities in response to requests from various ARROW users (i.e. researchers, staff reviewers, IRB members). Other updates and issues addressed the long term functionality, support, and speed of the system to ensure the longevity of ARROW.

On May 16th of this year, the ARROW system was upgraded to Click 6.1.3 to ensure continued support and resources from the vendor. The ED/SBS IRB office and ARROW IT team are working hard to minimize noticeable impacts for our researchers now that all compliance areas (both IRB offices, RARC, Biosafety, and SCRO) are online, and provide a consistent experience for researchers that use cross-campus compliance areas. To help with the increased workload, the ARROW IT team has hired an additional software engineer, to start on June 29th of this year, bringing the team to a total of four people.

LOOKING FORWARD

No significant changes in the IRB leadership are anticipated for 2014-2015. IRB Chair Stephen Quintana and Associate Chair Michael Wagner are both returning for another year. Nancy Kendall, one of the most experienced members, will be leaving the IRB, creating a significant gap, as one of her areas of expertise was the review of international research. IRB staff are working with the Associate Deans to address that gap prior to the fall semester.

PAM AUDITS

The most significant development affecting the IRB office, from an administrative standpoint, has been the roll-out of the Post Approval Monitoring (PAM) program. The PAM team is a part of, and overseen by, the Vice Chancellor for Research and Graduate Education (VCRGE) office.

As outlined in last year's report, a gap was identified by the Association for the Accreditation of Human Research Protection Programs (AAHRPP) during the last re-accreditation visit that needed to be addressed. The gap identified was that the campus needed to have a process in place to conduct random, periodic compliance checks to ensure that the research activities outlined in the protocol application approved by the IRB are, in fact, what take place, and that research records are available for review. In an effort to address that gap prior to the next reaccreditation site visit scheduled for 2016, the PAM positions were created to conduct audits of approved research studies.

The audits are not a function of the IRB office. However, in addition to hosting several outreach events to provide Study Teams with information about the launch of the PAM program, the ED/SBS IRB office also piloted a few post-approval monitoring checks during the summer of 2014 to give the staff a sense of how the larger-scale campus audits would affect workload and day-to-day office operations. As predicted by the results of our very small pilot, the impact has been significant. While the campus-level audits are still in the very early stages to date, office workload has increased substantially. In addition to inquiries from PAM staff, researchers, and their support staff, there has been a marked increase in both Reportable Event and Change of Protocol submissions triggered by the audits. In addition, some investigators are using the self-audit tools created by the PAM team and contacting IRB staff with concerns and/or discovering events that need to be reported to the IRB. While that is a positive impact from the perspective of overall campus compliance, it is, again, having a notable effect on workload.

APPENDIX A

2014-2015 ED/SBS IRB COMMITTEE MEMBERS

- **Stephen Quintana (Chair)**, Counseling Psychology
- **Michael Wagner (Associate Chair)**, Journalism & Mass Communication
- **Martha Alibali**, Psychology
- **Kelly Anderson**, Community Member
- **Martha Askins**, Prisoner Representative
- **Catherine Compton-Lilly**, Curriculum & Instruction
- **Dorothy Farrar-Edwards**, Kinesiology
- **Bob Glover**, Wisconsin Center for Education Research (WCER)
- **Margarita Kaushanskaya**, Communication Sciences and Disorders
- **Nancy Kendall**, Educational Policy Studies
- **Lil Larson**, IRB Director
- **Kamie LeClair**, IRB Submission Specialist
- **Casey Pellien**, IRB Assistant Director
- **Howard Schweber**, Political Science
- **John Stevenson**, UW Survey Center
- **Leann Tigges**, Community & Environmental Sociology
- **Elizabeth Vaade**, Community Member (MMSD)
- **Carol Zirngibl**, IRB Assistant Director

ED/SBS IRB Alternates

- **Susan Ellis Weismer**, Ex-Officio, L&S Associate Dean for Research
- **Jim Wollack**, Education Psychology

Standing Consultants

- **Tiffany Roepsch**, UWHC Legal Counsel
- **Qiang Chang**, Genetics Consultant

APPENDIX B

WORKLOAD

The table below provides summary data regarding the review activities carried out by the IRB committee and IRB staff reviewers during academic year 2014-2015. Overall, the ED/SBS IRB office has approximately 1,700 active applications—which is actually a drop in the number reported in last year’s report. As noted in the chart below, it appears that the reason for the drop is a reflection of the steep increase in the number of Study Completion reports submitted. In the past, many investigators, once a study was complete, simply let it “linger” in an expired state until the electronic system administratively closed it. As part of the IRB’s outreach to prepare investigators for the PAM audits, it was emphasized to study teams that, except for situations where there was a for-cause audit, closed studies would *not* be selected for audits. As a result of that effort, the IRB saw a significant increase in the number of Study Completion reports, which is the activity required to close a study. While the Completion Reports are yet another submission that must be reviewed and approved by IRB staff, the end result is a positive one in that a periodic snapshot taken at any time will be a more accurate reflection of how many active studies are actually out there, as opposed to the inclusion of those lingering expired files.

Again this year, we have included several categories of review that historically were not a part of these reports, but should be included because of the impact that they have on workload of the office:

Facilitated Review When it is deemed appropriate, the IRB may defer IRB oversight to a collaborating site/institution so that IRB oversight is provided by only one of the sites collaborating on a single study. Deferrals require a signed agreement – IRB Authorization Agreement (IAA) – between the collaborating sites to document deferral/acceptance of IRB oversight responsibilities.

Certified A substantive number of submissions is determined to not meet the definition of human subjects research per 45 CFR 46.102, and therefore not require IRB approval. The certification process provides investigators with documentation of the *not human subjects research* determination made by the IRB. This category also includes the 10 applications for Protocol Development Activities Only (PDA). When a funded project includes no human subject activity in the first year as described in the grant application, but documentation from the IRB is required to release funds, those projects are Certified. A new Initial application is then required to be submitted to the IRB for review and approval prior to engagement in human subjects activity.

Reportable Events Per the federal regulations and campus policy, potential non-compliance and unanticipated problems related to research activity must be reported to the IRB for review in the ARROW system. The reporting, disposition, and tracking of these Reportable Events has become a much more efficient process.

Completion Reports (study closure) As noted above, the IRB office is experiencing a significant increase in the number of completion reports. Having Study Teams submit those reports in a timely fashion results in a more accurate indication of exactly how much active research is taking place.

Requests to Reactivate When a pending application has been sent back to the Study Team with issues identified and/or modifications requested, and no action is taken for 90 days (with 3 e-mail reminders, which are auto-generated by ARROW), the application is withdrawn. Study Teams must then submit a Request to Reactivate before any action can be taken on the application.

	Full Review	Staff/Sub Review	Total Reviewed
Initial Reviews	65	699	764
Continuing Reviews	1	1085	1086
Changes Reviewed	17	1032	1049
Reportable Events Reviewed	8	42	50
Exemptions Reviewed	0	62	62
Certifications Reviewed	0	46	46
PDA's Reviewed	0	10	10
Facilitated Reviews	0	15	15
Requests to Reactivate	0	19	19
Study Closures	0	380	380

APPENDIX C

QA/QI MEASURES – IRB MEMBER EVALUATIONS

Each member of the IRB staff completed evaluations of the individual members of the IRB committee, including the Chair and Associate Chair. The evaluations were completed the week of June 22nd, and were discussed and compiled at the weekly staff meeting on June 25, 2015.

IRB members were ranked on a 5-point scale. Any field where an individual member received an average score below a 3 (fair) will be reported to the Associate Dean(s) during a summer meeting. Evaluation criteria included:

- Attendance;
- Preparation for IRB meetings;
- Appropriateness of discussion at IRB meetings;
- Ability to serve as a resource for other researchers; and
- Responsiveness to requests from IRB staff to serve as a consultant, etc.

This year, there were two areas of concern identified by this exercise; both of which have previously been identified. First, meeting attendance – which has been an ongoing concern in each of the last three reports. While IRB staff recognize that members are extremely busy individuals, many of whom travel a lot--because of the unique expertise and perspective that each of the members bring to the discussion, it is vital that IRB members make the monthly meetings a priority. Also, in accordance with federal regulations, research cannot be reviewed without a quorum of voting members, again, making each member's attendance important. To date, an IRB meeting has not had to be cancelled because of lack of quorum and/or appropriate expertise, but that remains an ongoing concern of IRB staff.

An additional concern identified again this year is the appropriateness of some of the discussion topics that are raised during IRB meetings. Meeting agendas are typically very full, and the IRB staff has worked hard to ensure all applications are ready for review by the full IRB. In order address all applications assigned for review by the end of the scheduled meeting time – when quorum could be lost due (again) to the busy schedules of IRB members – the committee must adhere to the prepared agenda and relevant topics. Many meetings this year digressed into discussion of the upcoming PAM audits—which are not a function of the IRB office. While it is a natural assumption to link the two processes, that topic is appropriately discussed in a separate meeting with the appropriate group. IRB staff try to make note of any other significant or ongoing issues that are raised during meetings, and add them to the agenda for the fall orientation and training session. At the August session, IRB members will again be reminded of the importance of staying “on topic.”

QA/QI MEASURES – OUTREACH EVALUATIONS

Outreach evaluation surveys were sent via the automated system, within OHRD, to all registered attendees at the major outreach events held by the ED/SBS IRB office. The response rate was relatively high with just under half of all attendees responding. Overall, the response was very positive; an indicator that the sessions should continue.

Helpful details from the survey included:

- Reason for attending (which aids the IRB office in targeting recruitment for future events);
- Topics that should have been addressed in more detail;
- Suggested topics for future sessions; and
- The number of participants who attend multiple sessions throughout the year (another indicator that the sessions are worth researchers' time).

QA/QI MEASURES – IRB MEMBER SURVEY

As a part of maintaining our AAHRPP accreditation and for quality improvement, the IRB continues to ask IRB members to complete an annual evaluation survey of the ED/SBS IRB, the IRB office staff, and IRB Chairs. The IRB Member survey was sent out via Qualtrics on June 19th and responses were collected for one week. The results of that survey are used to inform committee and office processes and identify potential discussion points for the upcoming annual retreat. Any areas of concern are discussed with the Associate Dean(s) during summer meetings.

APPENDIX D

IRB Training Series

The IRB office offers the below outreach curriculum throughout the year.

IRB 101: An Introduction to the IRB

This session offers an overview of the IRB process and procedures. This includes required training, working in ARROW, developing a protocol application and supporting documents, and the IRB review process.

IRB 103: How to Avoid Delays in the IRB Approval Process

This session will address the most frequent errors seen by Staff Reviewers when reviewing protocol submissions and how to avoid them. Also, a checklist of items that can slow the approval process of a protocol submission will be reviewed.

IRB 201: Research with Minors, School-Based Research, and Status Relationships

This session centers around research taking place in schools, including projects involving minors and status relationships. We will address special considerations when conducting research with minors, how to plan for the additional requirements for school-based research, and discuss how to address status relationships between researchers and participants.

IRB 301: International Research & Summer Projects

This session addresses issues unique to international research, travel, and other summer projects.

IRB 401: Technology-Based Research

This session addresses issues unique to research using social media - such as Facebook, Twitter, blogs, discussion forums, etc. - and other internet-based research - such as online surveys using Qualtrics, etc. Data storage tools - such as Box.com and other cloud services - are also addressed.

IRB 501: Qualitative Research

This new session will address typical issues faced by qualitative researchers when submitting to the IRB and what is necessary for the IRB to review qualitative projects.

IRB 601: Post Project Procedures

This is a new session that will address requirements of the PI and study team after a study is complete, including data retention requirements, PI responsibilities, and study team members leaving UW.

2014-2015 OUTREACH ACTIVITIES

Date	Type	Attendees	IRB Staff					
			Lil	Lee	Jeff	Casey	Kamie	Carol
IRB CONSULTATIONS								
06-02-14	Appointment	Tanya Brito and David Pate	X	X				
06-03-14	Appointment	WLS lab	X					
06-16-14	Appointment	Jessie Conway	X					
06-17-14	Appointment	Amrish Chourasia				X		
06-19-14	Appointment	Kyle Jones ,Nancy Lynch	X					
06-23-14	Appointment	T Devine & P Foerester	X					
06-25-14	Appointment	Min Woo Kwon				X		
07-01-14	Appointment	Wei Lab/Rebecca Polar		X				
07-02-14	Appointment	Jon Eckhardt				X		
07-10-14	Appointment	Dean Olsen & Tanya Buckingham		X				
07-15-14	Appointment	Cynthia Novak		X				
07-16-14	Appointment	Samer Alatout				X		
07-17-14	Appointment	Katy Culver		X				
07-18-14	Appointment	Choung Moua	X					
07-18-14	Appointment	Valaria Navarro	X					
07-23-14	Appointment	Sara Goldrick Rab	X		X	X		
07-29-14	Appointment	Katherine Charek Briggs		X				
07-31-14	Appointment	Kaja Rebane		X				
08-01-14	Appointment	Karishama Desai						
08-07-14	Appointment	Danielle Oakley (2014-0137)		X				
08-11-14	Appointment	Duojia Qian		X				
08-13-14	Appointment	Brian Mayhew				X		
08-19-14	Appointment	Lucas Graves		X				
08-25-14	Appointment	Ebony Flowers (2014-0876)		X				
08-25-14	Appointment	Tova Walsh		X				
08-26-14	Appointment	Susan Semada	X					
08-28-14	Appointment	Heidi Jackson	X					
09-03-14	Appointment	Nancy Pahndi	X			X		
09-05-14	Appointment	Tess Arenas	X	X		X		
09-05-14	Appointment	Allan Wolfe	X					
09-05-14	Appointment	Grad School- LabNotebooks	X					
09-08-14	Appointment	Jan Greenberg	X					
09-11-14	Appointment	Catherine Smith	X			X		
09-11-14	Appointment	Catherine A Smith	X					
09-11-14	Appointment	John Curtin	X					
09-11-14	Appointment	Brenda Stelter		X				
09-15-14	Appointment	Chong Moua				X		
09-16-14	Appointment	Kyu Rim Kyoung				X		
09-16-14	Appointment	Katherine Charek Briggs				X		
09-16-14	Appointment	LGBT team	X					
09-16-14	Appointment	Kyurim Kyoung		X				
09-16-14	Appointment	Katherine Charek Briggs		X				
09-17-14	Appointment	Barry Radler	X					
09-18-14	Appointment	Byron Robertson				X		
09-18-14	Appointment	Victoria Faust	X					
09-19-14	Appointment	Jimmy Camacho	X					

	09-22-14	Appointment	Christiane Wood				X		
	09-22-14	Appointment	Louise Mares	X					
	09-22-14	Appointment	ED group with Jeff	X		X			
	09-23-14	Appointment	Bill Cronon	X					
	09-23-14	Appointment	Mitch Nathan, Alan Barnicle	X					
	09-25-14	Appointment	V. Simmering, Kristin Shutts	X					
	09-26-14	Appointment	Sara Goldrick Rab	X					
	09-29-14	Appointment	Armish						
	09-30-14	Appointment	Ben Shannon	X					
	10-02-14	Appointment	Victoria Brouner				X		
	10-03-14	Appointment	Dianna Murphy				X		
	10-06-14	Appointment	Susan Smedma	X					
	10-09-14	Appointment	Catherine Smith				X		
	10-10-14	Appointment	Dean Olsen	X					
	10-16-14	Appointment	Ashley Gaskew	X					
	10-20-14	Appointment	Lindsay Palmer	X					
	10-21-14	Appointment	Tiwahporn Thongtong	X					
	10-21-14	Appointment	Jennifer Sheridan	X					
	10-22-14	Appointment	Kegon Tan	X					
	10-22-14	Appointment	UWSC	X					
	10-23-14	Appointment	Lindsey Farnsworth	X					
	10-23-14	Appointment	Rebecca Willett	X					
	10-27-14	Appointment	Ramzi Fawaz	X					
	10-28-14	Appointment	Monica Grant				X		
	10-28-14	Appointment	Lynn Edelson	X					
	11-03-14	Appointment	Dr Fawaz	X					
	11-11-14	Appointment	Julie Perng	X					
	11-14-14	Appointment	Tally Moses	X					
	11-17-14	Appointment	Paul Moberg, R. Brown	X					
	11-19-14	Appointment	Jennifer Lacy	X					
	11-24-14	Appointment	Joseph Towles	X					
	11-26-14	Appointment	Hyun Ju Kang	X					
	12-01-14	Appointment	Kegon Tan	X					
	12-02-14	Appointment	T. Paustian	X					
	12-08-14	Appointment	Abra Vigna						
	12-09-14	Appointment	John Stevenson	X					
	12-12-14	Appointment	Bharati Holtzman	X					
	12-12-14	Appointment	Stephanie Roberts	X					
	12-12-14	Appointment	Mark Connoly	X					
	12-15-14	Appointment	Kitch Barnicle	X					
	12-17-14	Appointment	Hannah Graham				X		
	12-18-14	Appointment	Janet Silbernagel	X					
	01-06-15	Appointment	Tally Moses	X					
	01-07-15	Appointment	John Snyder	X					
	01-14-15	Appointment	John Snyder & team			X			
	01-17-15	Appointment	John Synder				X		
	01-21-15	Appointment	Carolyn Kelley	X					
	01-22-15	Appointment	Bridgett Willey	X					
	01-26-15	Appointment	Choi group	X					
	01-27-15	Appointment	Margaret Pearce	X					
	01-27-15	Appointment	Dr Riddle	X					
	01-28-15	Appointment	Irene Resenly				X		
	01-30-15	Appointment	Karla Manning & group			X			
	02-03-15	Appointment	Amy Prevost (2012-1116)			X			

	02-04-15	Appointment	Yang Liu (2014-0918)		X				
	02-04-15	Appointment	Peng Shi	X					
	02-05-15	Appointment	Sally Wu	X					
	02-10-15	Appointment	Jessica Behling		X			X	
	02-10-15	Appointment	Jessica Behling		X				
	02-12-15	Appointment	Irene Resenly				X		
	02-12-15	Appointment	Gail Chodron	X				X	X
	02-12-15	Appointment	Gail Chondron	X					
	02-13-15	Appointment	Application Questions		X			X	
	02-17-15	Appointment	Sarah Murray (2015-0021)		X				
	02-17-15	Appointment	Mary Zuidema (2015-0086)		X				
	02-17-15	Appointment	Anne Lynn Gillian-Daniel		X				
	02-17-15	Appointment	Brad Carol	X					
	02-24-15	Appointment	Tammy Mays (2014-0465)		X				
	02-24-15	Appointment	Irene Resenly (SE-2011-0896)		X				
	02-25-15	Appointment	Hilary Runion	X					
	03-03-15	Appointment	Carolyn Kelley	X					
	03-04-15	Appointment	Ja Young	X				X	
	03-09-15	Appointment	Irene Resenly				X		
	03-09-15	Appointment	David Azari	X					
	03-10-15	Appointment	Alwyn Pang				X		
	03-11-15	Appointment	Rose Graves		X				
	03-12-15	Appointment	Rachel Fish	X	X		X	X	X
	03-12-15	Appointment	Julie Allen	X			X		X
	03-12-15	Appointment	Rachel Fish (2014-1418)		X				
	03-12-15	Appointment	Julie Allen	X					
	03-16-15	Appointment	Elizabeth Nord				X		
	03-16-15	Appointment	Kurt Brown, Janet Kelly	X					
	03-18-15	Appointment	Lisa Hebgen				X		X
	03-19-15	Appointment	Stevea	X					
	03-23-15	Appointment	Paula While						
	03-25-15	Appointment	Lisa Hebgen				X		X
	03-26-15	Appointment	Zoe,Carl,Emma,Allan	X					X
	03-26-15	Appointment	Carolina Bailey	X					X
	03-26-15	Appointment	Jayme Pyne	X					X
	03-26-15	Appointment	Caro Williams	X					
	03-27-15	Appointment	Pelin Kesebir	X				X	X
	03-30-15	Appointment	Ya Fang	X					X
	03-30-15	Appointment	Desire Alva (2015-0176)		X				
	03-30-15	Appointment	Lisa Flook	X					
	03-30-15	Appointment	Ya Feng	X					
	04-02-15	Appointment	Jenny Heintz	X			X		X
	04-03-15	Appointment	Ilana Nankin				X		
	04-03-15	Appointment	Jim Matthews	X					
	04-06-15	Appointment	Kaja Rebone	X				X	X
	04-08-15	Appointment	Carol Van Hulle	X					
	04-08-15	Appointment	Madina Djuraeva	X					
	04-13-15	Appointment	Michael Ro	X				X	X
	04-13-15	Appointment	Mary Dinsmore					X	
	04-16-15	Appointment	John Stuligross				X		X
	04-21-15	Appointment	Gina Lenendusky				X		X
	04-27-15	Appointment	Barbara Bowers, Anne Roll	X			X		X
	04-27-15	Appointment	Kaja Rebone						X
	04-27-15	Appointment	Ilana Nankin				X		

ANNUAL OUTREACH EVENTS		Lil	Lee	Jeff	Casey	Kamie	Carol
08-27-14	IRB Member Training/Orientation						
09-25-14	IRB 101: An Introduction to the IRB						
10-14-14	IRB 201: Research with Minors, School-Based Research, and Status Relationships						
11-11-14	IRB 501: Qualitative Research						
12-11-14	IRB 401: Technology-Based Research						
02-25-15	Brown Bag Session						
02-26-15	IRB 103: How to Avoid Delays in the IRB Approval Process						
03-10-15	IRB 103: How to Avoid Delays in the IRB Approval Process						
04-14-15	IRB 301: International Research and Summer Projects						
STAFF PROFESSIONAL DEVELOPMENT							
07-08-14	OHRP Conference: Focus on Informed Consent				X		
07-24-14	OHRP Webinar: Incident Reporting	X	X	X	X		
11-20-14	Conflicts of Interest, Outside Activities and Human Subjects	X			X		
12-05-14	PRIM&R Annual Conference				X		
02-26-15	AAHRPP Webinar				X		
03-09-15	KB Training	X			X	X	X
03-17-15	Certified IRB Professional Exam - Certification obtained				X		
03-26-15	L&S Admin - Campus IT Tools				X	X	
04-07-15	PRIM&R Webinar: PRIM&R Webinar: Practical and Effective Approaches To Educate IRB Members	X			X	X	X
04-15-15	Huron Consulting Webinar: Considerations When Relying on (Or Serving As) Another Institution's IRB	X			X	X	X
04-29-15	KB Formatting Training	X			X	X	X
06-11-15	KB Training	X					

Respectfully submitted on June 30th, 2015

Handwritten signature of Lil Larson in cursive script.

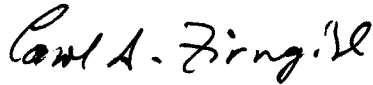
Lil Larson
Education and Social/Behavioral IRB Director

Handwritten signature of Kamie LeClair in cursive script.

Kamie LeClair
Education and Social/Behavioral IRB Submission Specialist

Handwritten signature of Caey Pellien in cursive script.

Caey Pellien
Education and Social/Behavioral IRB Assistant Director

Handwritten signature of Carol Zirngibl in cursive script.

Carol Zirngibl
Education and Social/Behavioral IRB Assistant Director