Annual Report

Institutional Review Board (IRB)

July 1, 2024 – June 30, 2025

Respectfully submitted by Chair of the IRB, Emily Cook

Report Summary

- The IRB received 74 applications, including new protocols, renewals, and amendments to approved protocols (see Table pg. 3). Of these applications we received applications that were later withdrawn (N=4), rejected (N =3), or were applications that another IRB acted as the review board (N=2). The number of protocols received was similar to last year.
- The IRB met monthly during the academic year. These meetings were held via zoom. Expedited and exempt reviews were conducted by the chair between meetings. Most of the applications received were reviewed as exempt or expedited. Only eleven applications required full board review, which was similar to last year.

- There were no study complaints and or reports of unanticipated problems/adverse events.

- There were no instances of noncompliance.

- 434 faculty, staff, or students completed the CITI training over the past year.

- There were two Institutional Authorization Agreements (IAA) that were signed, one of which allowed RIC to be the IRB of record and the other which allowed another institution to act as the IRB of record. We also acted as the IRB of record for an outside research group located in South County.

Committee members

Member	Department	Term
Dr. Emily Cook, Chair	Psychology	2024-2025
Karen Bellnier	Student Member, Educational Studies	2024-2025
Dr. Jesse Capece	Social Work and Prisoner Advocate	2024-2027
Dr. Qian Liu	School of Business	Spring 2025-2028
Dr. Ted Jenkins	Communication	2022-2025
Dr. Paul LaCava	Special Education	2022-2025
Dr. Maria Muccio-Roposa	Director, Center for Scholar Development	2022-2025
Dr. Elizabeth Pfeiffer	Anthropology	2024-2027
Dr. Penni Sadlon	Nursing	2023-2026
Dr. Jason Sawyer	Unaffiliated member	2024-2025

Meeting Dates

The following meeting dates were set at the onset of the 2024-2025 academic year: Sept 20, Oct 18, Nov 15, Dec 20, Jan 17, Feb 21, March 21, Apr 18, and May 16. We did not meet in November, March, and April because there were no Full Board protocols to review.

Expedited and Exempt proposals were reviewed online by the IRB Chair during all months.

Summary of Applications

	Total	New	Renewal	Amendment
2024-2025	64	42	6	16
2023-2024	60	44	5	11
2022-2023	71	56	4	11
2021-2022	75	50	5	20
2020-2021	89	67	5	17
2019-2020	83	55	10	18
2018-2019	115	70	12	33
2017-2018	94	67	15	12
2016-2017	95	60	17	18
2015-2016	90	57	13	20

Additional research projects were discussed with the Chair or submitted to Topaz but were determined not to be subject to the federal policy, and are not included in these table counts.

Applications and other inquiries were received from faculty, staff, and students in departments representing all five schools on campus. Applications were received from:

- Africana Studies
- Communication
- Counseling, Ed. Leadership, & School Psychology
- Educational Studies
- Health & Physical Ed
- Health Care Administration
- Music, Theatre, and Dance
- Library
- Nursing
- Political Science
- Psychology
- Sherlock Center
- Social Work
- Sociology
- Special Education
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Unanticipated Problems/Adverse Events Reports

There were no unanticipated problems or adverse events reported to the IRB.

Noncompliance Reports

There were no noncompliance reports to the IRB.

Mandatory Research Ethics Training

All investigators using human participants are required to complete the Collaborative Institutional Training Initiative (CITI) online training program. In the last year, 434 researchers completed the CITI training; of them, 146 completed the student class projects training module. CITI training must be renewed every 5 years.

Committee By-Laws

The IRB by-laws were reviewed and no changes were made.

Policies/Procedures Updates

The IRB Policies and Procedures Manual was reviewed in Fall 2024 and some changes were made to the document. These changes were minor and the entire document can be found on the website.

Updates

There were not updates made throughout the year.

Committee Recommendations

The committee has the following recommendations some of which were also recommended in previous years: (a) adding an alternative member to the committee who speaks other languages and could be brought in to review applications with translated documents, (b) encouraging researchers who are conducting research in communities where other languages are predominately spoken to consider translating documents to better represent those communities (c) consider joining Smart IRB to streamline review for multisite studies, (d)

consider revising the RIC policies and procedures for international researchers that have two IRBs that require permission, (e) developing policies surrounding incentives to participants to increase fairness and reduce risk, and (e) creating a quick checklist for students to use when applying to the IRB. The committee has tried to implement the first recommendation over the previous years but has had trouble recruiting interested students, faculty, or staff. The Chair should also continue offering training throughout the year, as well as Q&A sessions where faculty and students can ask their IRB related questions.