REQUARED CHARTER/POLICY PROPOSAL COVER INFORMATION

In order to facilitate the Faculty Senate Governance Committee in the review of any proposal that comes before it, the Governance Committee requires that proposals be accompanied by the information listed below.

Note: By providing the requested explanatory information there will be little if any need for the Faculty Senate Governance Committee to second-guess the reasoning behind a submitted proposal. As a result, the review process will be expedited, and the likelihood of prompt approval will be increased.

Any proposal sent to the Governance Committee without the required accompanying information will be returned to the sender with a reminder.

1. Name of committee, task force, policy, etc. to be reviewed:
   Institutional Review Board for Human Research Participants Protection

2. Name, position, e-mail address, and phone number of the individual primarily responsible for the proposal:
   Dr. Karen Rasmussen, Chair, Institutional Review Board for Human Research Participants Protection; krasmuss@uwf.edu; 850-474-2300

3. Summary of the proposal (do not include rationale):
   A.) To have the IRB Chair be a two-year appointment and receive release time equivalent to a one-course release per semester.
   B.) To include the COPS Graduate Studies Office on copies of IRB application approval notifications on studies for dissertations.
   C.) To change the term of service from two-year to three-year terms.

4. Rationale for the proposal in general (not specific justifications):
   A.) To ensure protection of human research participants and the integrity of the University.
   B.) To help ensure graduate student requirements for dissertations are met.
5. **Justification for each specific, substantive component of the proposal:** (Necessary wherever changes to an *existing* charter or policy are involved, and for items in a *new* charter or policy where the reasoning might not be immediately clear, e.g., when a charter component represents a variation from the Sample Charter Template):

A.) Due to the complexity of regulations and applications it takes time to get used to the process. Also, because memberships are two-year staggered terms this would provide continuity to the Board. Due to the complexity and volume of applications, release time is needed.

B.) IRB approval is included in the required documentations for some dissertations. COPS Graduate Studies Office monitors the completeness of dissertations.
Proposed Revision

Proposal Date: August 25, 2005

NAME OF COMMITTEE

Institutional Review Board for Human Research Participants Protection

PURPOSE

To ensure the ethical conduct of research involving human participants

SPECIFIC RESPONSIBILITIES

1. To assure the University that human participants used in research or educational programs are not at undue risk and that the participants are informed of any risks.
2. To advise the Office of Research on the University’s compliance with federal guidelines and University policy and procedure regarding the protection of human participants, and to certify to the Office of Research that any research project or activity involving human participants has been reviewed and approved by the IRB.
3. To include the COPS Graduate Studies Office on copies of IRB application approval notifications on studies for dissertations

PROCEDURES:

Upon receipt of a proposal requiring the use of human participants, the Office of Research will alert the chairperson of the UWF Institutional Review Board for Human Research Participant Protection. The chairperson, representing the Board, will determine the review category which is most appropriate for the proposed research, and will advise the Office of Research accordingly. The Chair will consider the degree of risk the proposed research places upon human participant(s), and whether or not proper safeguards are planned and/or operational. All proposed research involving human participants, unless found by the IRB Chair to be exempt, shall be reviewed either by the expedited review process or full board review.

MEMBERSHIP REPRESENTATION

The IRB shall have at least five voting members, with varying backgrounds to promote complete and adequate review of research activities commonly conducted by the institution. Consideration should be given to including at least one member of the Board who has formal ethical training. The IRB shall be
sufficiently qualified through the experience and expertise of its members, and the diversity of the members, including consideration of race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes, to promote respect for its advice and counsel in safeguarding the rights and welfare of human participants. In addition to possessing the professional competence necessary to review specific research activities, the IRB shall be able to ascertain the acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and standards of professional conduct and practice. The IRB shall therefore include persons knowledgeable in these areas. If the IRB regularly reviews research that involves a vulnerable category of participants, such as children, prisoners, pregnant women, or handicapped or mentally disabled persons, consideration shall be given to the inclusion of one or more individuals who are knowledgeable about and experienced in working with these participants.

The IRB shall include at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in non-scientific areas.

The IRB shall include at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.

Committee members will be recommended by the Provost/Vice President for Academic Affairs and appointed by the University President in consultation with the Faculty Senate Executive Committee in accordance with any applicable regulations.

No IRB member may participate in the IRB’s initial or continuing review of any project in which the member has a conflicting interest, except to provide information requested by the IRB.

The IRB may, in its discretion, invite individuals with competence in special areas to assist in the review of issues, which require expertise beyond or in addition to that available on the IRB. These individuals may not vote with the IRB. A representative from the office of Research will serve as non-voting ex officio.

MEMBERSHIP AND MEETING POLICIES

Meetings will be conducted under the most current edition of Robert’s Rules of Order, unless specified otherwise below.

Ex officio members shall not serve as committee Chairperson

The Chairperson shall be elected bi-annually, at the beginning of the academic year, by the voting members from among the non-ex officio, voting membership.
The Chairperson shall serve for two-years, which might require an extension of the term of service on the Committee.

The Chairperson shall receive release time equivalent to one-course release per academic year.

The Chairperson shall be responsible for calling meetings, setting agendas, relaying all necessary information relating to specific responsibilities and time lines, conducting meetings, and reporting outcomes.

The Chairperson shall vote only in the case of a tie.

Any member who misses in a single academic year, without due cause and without providing written input to deliberations, all or part of any three consecutive, or a total of any five, regularly scheduled meetings, will be considered REMISS in executing his or her service commitment, and a replacement will be sought through the appropriate channels.

The outgoing chairperson, or designee, shall be responsible for calling the first meeting of the next academic year, at which time there shall be election of a chairperson.

**MEETING SCHEDULING, AGENDAS, AND MINUTES**

The Committee shall meet a MINIMUM of once each Fall and once each Spring Semester.

Agendas are to be distributed at least three (3) days in advance of meetings, along with all pertinent documents to be considered at the meeting; and written minutes of meetings are to be prepared and distributed to members within three (3) weeks after meetings, and approved for public viewing within five (5) weeks. The Committee must promptly forward to the Faculty Senate Office an electronic copy of all documents, including all meeting schedules, agendas, minutes, and reports. The Faculty Senate Office Secretary will be responsible for posting these documents to Argus for public viewing.

**TERMS OF APPOINTMENT**

Two-Three-Year Staggered Terms

Terms begin with the next academic year, unless otherwise noted.
REVIEW

The Charter shall be reviewed annually by the Committee, and recommendations for changes submitted to the Faculty Senate.

LEGAL REFERENCES

Code of Federal Regulations Title 45 Part 46 – Protection of Human Subjects

RECOMMENDATIONS REPORTED TO

Office of Research

Dates Prepared/Modified by the Governance Committee

April 12, 1994
June 24, 1994
May 16, 1996
November 20, 1996
March 4, 1997
November 4, 1999
July 12, 2002

Dates Approved by the Faculty Senate

May 13, 1994
July 8, 1994
December 13, 1996
March 14, 1997
November 12, 1999
July 12, 2002

Approved by the Administration

University President ___________________________ Date ________________________