

Meeting Minutes
Institutional Review Board, Dinè College

Friday, 9/16/2022, 9:00 a.m.

1. In attendance: C. Ami, M. Bauer, P. H. Charley, A. Christelle, H. Cody, S. Hakim, F. Morgan, S. Russ, J. Tutt
2. Old Business
 - a. **New meeting dates:** Confirmation of meeting dates on 2nd and 4th Fridays at 9:00 a.m. with new proposals due one week prior. Request that chair eliminate old dates from calendar, but chair has already eliminated and can't take further action. Members requested to eliminate prior dates from calendar independently.
3. New Business:
 - a. Forms: Members reviewed the current IRB form and protocol and the new proposed form.
 - **Soft-Docs:** It was recommended that we work with Shannon Parrish on utilizing Smart Logic in SoftDocs with digital submission to make the IRB submission process more flexible to various types of requests, easier for submitters, more readily available to all IRB members, and permanently stored rather than linked to any one individual via email. Members agreed with this procedural change recommendation, and the form reviewed by members will be adapted to this medium
 - **New form vs. previous protocol:** Members preferred the more granulated form, as it will serve as a more detailed guide for students and tease out the components most essential to the IRB. It was observed that, although the Navajo Nation procedure relies on open-ended structure, the fields within the form would be easily copied and adapted to the NNRRB. See [proposed form with modifications suggested at meeting at this link](#). Proposed [supplementary forms can be viewed at this link](#).
 - **Biosciences:** It was observed that the new form has no space for the needs of researchers using biospecimens or other biological materials. This type of research is increasingly important, and aligns with the goals of the STEM MS degree and of the general direction of DC. It is essential that this type of research is addressed via information and appropriate paperwork, which should be included as a separate trajectory from sociocultural research. Dr. Hakim sent a [sample of a research proposal from UA \(see this link\)](#).
 - **Exempt, Expedited, and Full Review:** Clarification of the requirements for research requiring full, expedited, and exempt review is essential. Little information is currently available on the specific guidelines for these statuses, and the IRB itself often lacks clarity. The DC IRB must comply with both the federal guidelines and the specific guidelines laid out in the [Indigenous Research Protection Act](#).
 - a. Tasks:
 - Create flowchart for SoftDocs logic (see attached)
 - Create Biosciences form (TBD)
 - Revise Sociocultural form (See attached)
 - Clarify Exempt, Expedited, and Full Review requirements (TBD)
 - Create additional supplementary forms for prisoners, pregnant women, etc.
 - Make contact with Shannon Parrish when forms are complete.
4. Other: Next Meeting: Tentative 9/30/2022.
5. Adjournment

Draft Flowchart of IRB Process for SoftDocs Smart Logic

