

Meeting Agenda
Institutional Review Board, Dinè College

Friday, 10/14/2022, 9:00 a.m.

[ZOOM MEETING LINK](#) Meeting ID: 992 7568 2295

1. Check-in
 - a. IRB members: ___ C. Ami, ___ M. Bauer, ___ R. Benally, ___ T. Bennett, ___ P. H. Charley, ___ H. Cody, ___ S. Hakim, ___ F. Morgan, ___ S. Russ, ___ J. Tutt
 - b. Guests: ___ A. Christelle,
2. Approval of minutes from 8/19/2022 meeting and 916/2022 meeting (attached)
3. Old Business
 - a. Reports: No concluding reports
 - b. CITI training certificates needed from R. Benally, T. Bennett, F. Morgan, J. Tutt
Click on "Register" in the upper right corner, and enter "Northern Arizona University" in the first text field under "Select your organization affiliation."
[LINK TO CITI TRAINING](#)
4. New Business:
 - a. Continuations: None
 - b. New Proposals: None
 - c. Clarifications of relationship to new research program (A. Christelle)
 - d. Seek approval of first batch of revised Forms: [IRB forms, available at this link](#)
 - i. Flowchart and SoftDocs: (Input sought; S. Russ)
 - ii. IRB Request for Review
 - iii. Continuation forms
 - iv. Report Submission Form
 - e. Request continued time for development of the following:
 - i. Supplementary Forms
 - ii. Biosciences forms: To be prepared for subsequent meeting.
 - iii. Clarification of Exempt and Expedited status.
5. Other: Next Meeting: 10/28/2022 at 9:00 a.m..
6. Adjournment

Meeting Agenda
Institutional Review Board, Dinè College

Friday, 8/19/2022, 9:00 a.m.

1. Check-in
 - a. IRB members: C. Ami, M. Bauer, T. Bennett, H. Cody, S. Hakim, F. Morgan, S. Russ, J. Tutt
 - b. Guests: H. Peterson (DC Library, Tsaille), Rhiannon Sorrell (DC Library, Tsaille), D. Robinson (STEM), Propper (NAU STEM faculty)

2. Approval of minutes from 8/12/2022 meeting
Motion by J. Tutt; Second by T. Bennett; Approved unanimously

3. Updates
 - a. Notification of due dates for reports and CITI expirations: S. Russ will be placing due dates on calendar for CITI training expiration and protocol reports. These will include an initial notification of the party/parties involved, followed by an alert one month and one week before the deadline.
 - b. Announcement of new research publications by DC faculty, staff, students: None
 - c. Other

4. Old Business
 - a. Reports: No concluding reports
 - b. CITI training certificates needed from four members. Notifications will be sent via calendar.

5. New Business:
 - a. Continuations: None
 - b. New Proposals: S. Hakim, D. Robinson, and C. Propper submitted a proposal for review "Multi-Institutional Transformation and Graduate Student Support Initiative (MITSI): Building Bridges and Transforming Institutions to Support Graduate STEM Education for Indigenous and Latinx Students."
 - i. Discussion:
 - Need for full protocol description
 - Question about role of faculty survey mentioned in consent form; only applicable to NAU faculty
 - ii. Motion to approve pending submission of full protocol by C. Ami.
Seconded by H. Cody
Approved (7 in favor, 0 opposed, 1 abstention by research team member)
 - c. Library: Conversation with library personnel about the status of the archives, the data repository, and the access for such resources
 - i. The archive currently lodged in museum for physical artifacts
 - ii. Repository lodged in digital form in library, containing primarily documents related to function and history of DC; no raw data. Examples from other universities include raw data only for federally funded grants that have that requirement. Discussion around the problems of storing data on indigenous peoples; the different function of indigenous research vs. western research; discussion that it would be a violation subject protections to store in excess of three years; observation that it would be problematic to have general public able to access such data; suggestion that perhaps requests to examine the raw data would go through a committee that included (if possible) the PI; observation that only data for which participants had given "broad approval" could be included.

Recommendation to form a working group to examine the matter; H. Peterson, C. Ami, and S. Russ volunteered.

- d. Forms: Review of the changed IRB forms, including (as time permits): Tabled by chair
6. Other: Suggestion to move to biweekly IRB meetings with posted deadlines for submission one week in advance. Suggestion that smaller working groups might meet more frequently.
7. Move to adjourn by M. Bauer; seconded by C. Ami. Meeting adjourned 10:12 a.m.

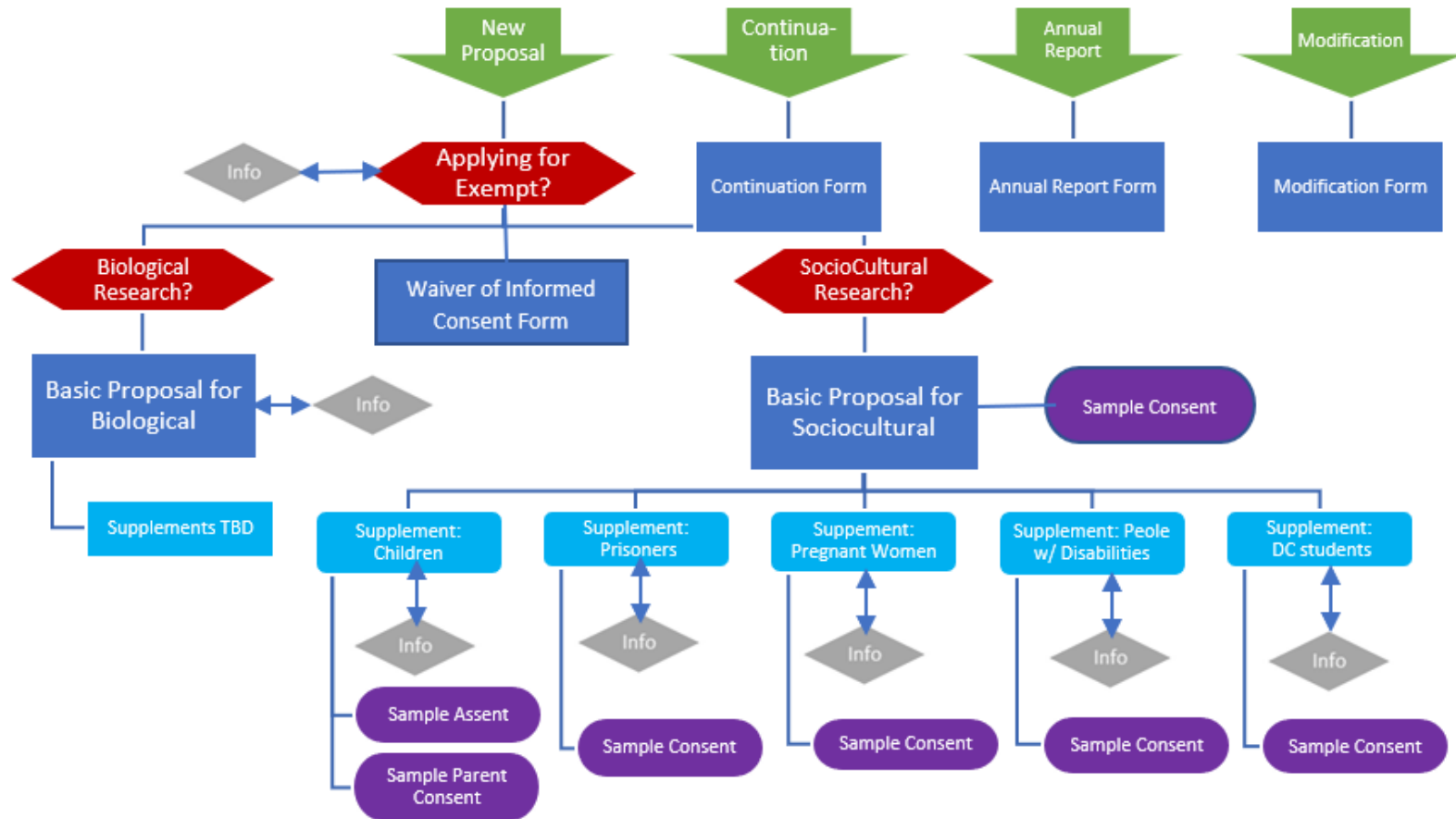
Respectfully submitted by S. Russ

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



Draft Flowchart of IRB Process for SoftDocs Smart Logic

