

IRB Agenda
Meeting #2
Friday, Jan. 10, 2014, 10:00am
Room 217 in Academic Services Building Warner Robins Campus

1. Approve minutes from the Oct. 4, 2013 meeting.
2. Confirm election of Kim Pickens as Chair Elect.
3. Reminder of training for new members: consent template and discuss its implementation at Middle Georgia State.
5. Review the wording regarding Annual Review and Minor Changes as written in the MGSC IRB SOP manual (see language from page 15 below). The reason for the review is that we do not have a "renewal form" (number 1 in Annual Review and number 2 under Minor Changes) All renewals must be received by the otherwise projects will automatically be denied.
 3. Returned Renewal Forms will be reviewed and granted that there are no significant changes.
 4. Any significant change to the project must be discussed at the next IRB meeting in the month of October.

Minor Changes

Changes that do not increase the risk for previously approved projects are minor changes to a protocol. These may involve changes to the number of participants, venue of the data collection, etc). Minor changes need the approval of the Chair

1. Principal investigators must keep the IRB informed of all changes to protocols, including but not limited to, alteration of consent forms, additions to questionnaires or surveys, or other changes which impact the treatment of human subjects.
2. Principal Investigators should complete a Renewal Form and provide any altered documentation and/or a description of changes in protocol to the Chair of the IRB. The Chair of the IRB will review the alterations and determine whether review is necessary.