

**NAACCR Institutional Review Board (IRB)
Conference Call Summary
October 17, 2008 at 11:30 AM ET and 10:30 AM CT**

Present: John Fulton (Chair), Vivien Chen, Linda Muul, Susan Carozza, Won Silva, Deirdre Rogers, Tara Hylton, Jack Finch

NAACCR Staff: Royale Anne Hinds, Betsy Kohler

Absent: John Morgan, Bette Ann MacIntosh, Will Athas, Maria Schymura

Agenda Items

1. a. Terms are expiring on December 31, 2008 for John Fulton, Bette Ann MacIntosh, Susan Carozza, and Linda Muul. There is not a limit for the number of terms served by members. Susan Carozza, Linda Muul, and John Fulton would be happy to continue for an additional term. Betsy Kohler reappointed John Fulton, Susan Carozza, and Linda Muul to continue an additional three-year term that will end on December 31, 2011.
b. Because our reviews are generally completed by one IRB member, it is especially important for each member to examine the Review Summary Forms and proposals that are sent throughout the year. The IRB members are given a two week timeframe to object to the review. If there is an objection with the review, the proposal can be re-reviewed during a full-board review. Please acknowledge your receipt of the Review Summary Forms when they are sent out through the year by replying to Royale Anne's email. Royale Anne will document receipt of the return emails.
2. Because of John's wonderful leadership skills and experience, Betsy Kohler has asked John Fulton to continue as the NAACCR IRB Chair. John Fulton has accepted the appointment.
3. Four Expedited IRB reviews were completed during the past six months. All four were designated as Exempt. There are no outstanding reviews at this time.
4. The annual monitoring results show that seven projects have been completed since the last IRB meeting. The completed projects had their access to the data file terminated. Some projects are nearing completion, but researchers keep access to the data file open while they submit to journals, in case changes are needed.
5. John Fulton explained that when research is complete and a manuscript is written, the manuscript first goes to the IRB Chair, who reads the manuscript and compares it to the original proposal for consistency. The manuscript is then forwarded to the Scientific Editorial Board to ensure that the authors are not doing anything inappropriate with NAACCR data and that the claims are reasonable on the basis of the data.
6. Betsy Kohler informed the group that four reviews will be needed in the near future. Royale Anne explained that the goal for reviews to be completed is within 1-2 weeks.

Upcoming Call Information

1. The next meeting will be held Friday, April 24, 2009 at 11:30 AM Eastern, 10:30 AM Central, 9:30 AM Mountain, and 8:30am Pacific.
2. John thanked everyone for joining the call and giving their time to complete reviews.