

**NAACCR Institutional Review Board Biannual Meeting**  
May 3, 2019, 11:30 AM PST/Noon-thirty MST/1:30 PM CST 2:30 PM EST  
Zoom Meeting info in calendar invite

1. Open and Introductions Elizabeth Ward  
Recinda called Role. Quorum was met.

**Present:** Elizabeth Ward, Mei-Chin, Scarlet Gomez, Xuesong Han, Ann Marie Hill, Annie MacMillan, Kieu Vu, Martin Whiteside

**NAACCR Staff:** Recinda Sherman

**Absent:** Paula Cohen, Nathalie St-Jacques, Iris Zachary

2. Minutes from Oct 12, 2018 call Recinda Sherman  
Ann Marie moved to accept the minutes as presented. Liz seconded. Minutes were approved unanimously.

3. Agenda Recinda Sherman

Different from prior meetings. Our guest speaker is not on the call to go over RApR. Hopefully she will be available next meeting. We will not go over the numbers of reviews/requests. Instead, we will focus on the proposal to revise NAACCR IRB procedures in response to changes in the common rule

4. Tracking System Recinda Sherman

The new tracking system for CiNA Deluxe will handle all data requests and is now under development. It should be ready to go live after the annual conference.

5. Proposal to revise NAACCR IRB procedures Elizabeth Ward

The draft of the new proposals was distributed prior.

The current process is not difficult, but time consuming for the investigator. Recent changes in the common rule give us the opportunity to change the IRB procedures.

- There is a change in requirements for continuing review and there may not be a need to continue review for protocols considered exempt.
- The categories of research that are exempt from IRB review will be expanded to include what we do in cancer surveillance.

In the past researchers could not determine if a study was exempt. Even though the nature of the deluxe CiNA file is by definition exempt, researchers still have to go through the formality of applying and the chair would determine if the study was exempt or not.

Changes in the procedures would relieve burden on both investigators and NAACCR staff who have to administer both the research review and the IRB review. Investigators would no longer be required to submit separate IRB review documents to receive the senior deluxe analytic file. The change would not impact the suppression rules or the DUA.

A form of an annual review will be done by asking the researchers some questions, if they continue to need access to the CiNA Deluxe file. Recinda reviewed the questions that will be asked and this would be tracked electronically.

**Next Steps**

- If the new procedures are approved by this group, it will not need Board approval.
- The new tracking system will be combined and should be done by June 30.
- A list of projects will be available in July.

**Vote**

Ann Marie Hill moved to vote on new procedures. Liz Ward seconded. The new procedures were approved unanimously.

Note: Iris Zachary sent in her approval vote via email because she could not attend call.

**6. Complete list of (active & terminated) CiNA Projects** Recinda Sherman

Once the new tracking system is developed and up and running, Recinda will need to populate the system manually. To be efficient, we will wait until we have the system up and running to post the list of active CiNA Projects. Recinda will post the terminated Projects at the same time.

**7. Next Call – Oct 11 2019 (2<sup>nd</sup> Friday in April) 11:30 am PST/12:30MST/1:30CST/2:30 EST**

**8. Close of meeting** Elizabeth Ward