West Chester University
Institutional Review Board
End of Year Summary for FY 2024

Date: July 1, 2024

I.   IRB Committee Mission
West Chester University (WCU) is dedicated to the protection of human subjects who participate in research conducted by our faculty member, staff, and student or guest investigators.

I.   Committee Meetings
October 6, 2023
November 10, 2023
December 1, 2023
February 9, 2024
March 8, 2024
April 12, 2024
May 3, 2024

II.   Committee Membership

Scientists:	Non-Scientists:	Prisoner Advocate:	Community Members:
Melissa Reed *(cc)*	Heather Leaman *(cc)*	Shannon Grugan	Christopher Sims
Julie Nair	Innhwa Park		Jennifer Toby
Michael Di Giovine	Mimi Staulters		Mary March
Lauren Brumley *	Kerry Walton		
Amir Golmohamadi	Seth Kahn		
Reva Zimmerman	Kerrie Ocasio*		
Stacie Metz			

*Denotes New Members FY 23
(*cc*) Co-Chairs

III.   IRB Applications [July 1, 2023 to June 30, 2024]
   Initial Applications: 236
   Modifications: 105
   Renewals: 12
   Closures: 68
   Incident Reports: 4
   Withdrawals: 2

IV.   IRB Support of Campus Community
IRB Co-Chair Weekly Office Hours
College-specific drop-in hours hosted by IRB committee members
1:1 meetings with faculty and student researchers [ongoing, upon request]
Monthly, student-only drop-in hours initiated in response to faculty member request; [n=2
        for the year; will not be continued next AY]
Presentation at New Faculty Orientation
Presentation for recipients of FDG WCU grant
Presentations for students in courses
Development of Training materials & videos
Revision of IRB website responding to campus community requests and committee
        members' suggestions [new site launched 7/2024]
Revision of Cayuse instructions
RamPlan: CITI training completion now available for students to add to their co-
        curricular transcript [Effective immediately and retroactive for currently enrolled
        students who have completed CITI.

V.   Policies Related to IRB
Use of Human Subjects in Research Policy: Updated 9/19/22
Use of Human Subjects in Course-Based Research Policy: Updated 9/19/22
Reporting & Mitigating Unanticipated Problems and Adverse Events Guidelines:
        Revised policy under review, spring 2024
IRB Policies and Procedures: Revised policy under review, spring 2024
WCU Research Non-Compliance: New policy under review, spring 2024
Research Misconduct (Formally Research Integrity): Revised policy under review,
        spring 2024
Research Using Social Media: In development
Data Collection and Storage Policy: In development

VI.   IRB Member Training
New Member Mentoring (new members paired with review teams)
Monthly IRB Meetings (training as items arise)
        Discussions regarding individual IRB applications, Reviewer approaches,
        Common application errors, Cayuse adjustments to facilitate application, website
        revisions,
CITI Renewals for active IRB members
Co-Chair attendance at PRIM&R Conference, December 2023-Sessions:
        Research in online settings, Future Frontiers in Research; Informed Consent
        Perspectives from Those in the Room; An Institutional Approach to Research
        Integrity; Ethical Considerations for Using Generative Artificial Intelligence (AI)
        in Human Subjects Research--Implications for IRB Regulation; Bringing the IRB
        to the People, and the People to the IRB; Town Hall: Is it Time to Revisit the
        Belmont Report?]

VII.   IRB Assessment

OHRP Self-Assessment (January 2023)
IRB Self-Assessment (Spring 2023)
Faculty Senate survey (Spring 2023)
See below for current FY changes informed by spring 2023 assessement & survey data.

VIII.   IRB Changes to Procedures or Materials

In response to faculty & researcher comments, self-assessment, survey responses, the following changes have been implemented:

A. Development of Training materials & videos [Cayuse submission; Modifications] https://www.wcupa.edu/_admin/research/irb.aspx
B. Revision of IRB website
C. Revision of Cayuse instructions
D. Revision to Informed Consent Generator
E. Addition of example consent forms
F. Monthly IRB reports of modifications, renewals, incidents

IX.   Action Items for FY 2024

Finalize Policy on Research Using Social Media in Collaboration with IS&T
Finalize Cayuse Template for Continuing Review
Add additional example materials to new IRB website
Develop policy re: Data Collection and Storage in Collaboration with IS&T
Revisions to Cayuse letter notifying researchers of return to PI and approval