



## Office of Research and Sponsored Programs

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### Notes from Faculty Advisory Committee Meeting December 9, 2013

Attendees: John McGrath, Mary Montoye, Sivaram Narayan, Mary Senter, Elina Erzikova, Rachel Caspari, Ksenia Ustinova, Megan Goodwin, Neil Christensen, Crina Tarasi, Jamie Johansen, Ed McKee

Absent: Janet Sturm, Kevin Cunningham, Steve Roberts, Brad Long, Adam Epstein

1. McGrath indicated that the minutes from the November 25, 2013 Faculty Advisory Committee meeting had been distributed. Upon a motion duly made and seconded, the minutes were approved.
2. McGrath indicated that ORSP is in the process of posting the Faculty Advisory Committee meetings minutes on the ORSP website. There will be an announcement on the ORSP homepage with links to the minutes.
3. This is the last committee meeting for this semester and McGrath thanked the committee for their participation. The frequency of the meetings. He will coordinate having them scheduled for next semester.
4. The Committee discussed the policy of payment for IRB participants. There needs to be a tighter connection between the IRB approval to pay subjects and the request for reimbursement process. The IRB approval letters can begin reflecting the approved number of participants and the participant stipend amount. The individual requesting reimbursement would need to provide a copy of the IRB approval letter. Travel/Payroll will then maintain a spreadsheet reflecting total reimbursements by project. There was discussion about whether this constitutes a change in the policy which is a more formal mechanism or a change in the procedure. Since the procedure is imbedded in the policy, it may require a modification to the policy. Travel/Payroll is the department responsible for this policy, so they will be responsible for any modifications. Once the total amount in the IRB approval has been reached, the investigator is responsible for requesting a protocol change through the IRB.

There was discussion regarding further clarifications to the existing policy. It would be beneficial to have a central policy that is clear and then communicate it appropriately. There was discussion about including faculty in the conversation regarding necessary

changes to the policy along with establishing a mechanism whereby Travel/Payroll would inform an investigator when they have reaching a certain limit (e.g. 80% of their IRB approved amount.) This would act as a reminder to the investigator that they need to be seeking IRB approval is they will be exceeding either their approved number of participants or approved participant stipend.

Since a policy revision can take time, there was discussion regarding asking Travel/Payroll if they can establish an 80% target to let investigators know they are reaching their approved limits. In addition, they recommended a discussion group be established to work with Travel/Payroll on changes to the policy. Some faculty also felt that some type of regular report, e.g. a monthly or quarterly report to the investigators would be helpful.

5. McGrath indicated that even with ORSP's new internal deadlines for proposal submissions, some faculty are submitting proposals late. This makes it difficult for ORSP to appropriately vet the proposal for submission and also causes workload problems for the staff. McGrath had provided two draft e-mails to be sent to faculty when internal deadlines have not been met. It was suggested that there may be situations where there are repeat offenders versus situations with new faculty who might be unaware of the process. Perhaps the e-mails could differentiate these situations and give first time offenders a "pass." There was also concern that there may be legitimate reasons a proposal has not met internal deadlines and that there needs to be accommodation for these situations.

Some faculty felt that the proposed requirement to have faculty upload their own documents to Cayuse may cause additional problems as the faculty are not used to doing this and ORSP still has the burden of making sure that all documents are uploaded and vetted appropriately. It was suggested that ORSP determine who the repeat offenders are and send them an e-mail indicating we will be changing the process. This e-mail can be copied to department chairs and deans.

6. It was suggested that since there are a number of changes being implemented in ORSP and a number of issuing being worked on that it might be helpful if ORSP developed some type of newsletter to inform the campus of changes. The faculty suggested that this be sent as a print document and not e-mail to increase the likelihood that people are aware of changes.
7. McGrath indicated that he is working with HRP, administration and UCOMM on a message to be released providing updates on the status of the IRB changes. McGrath is hopeful that we can get the word out to the campus in a number of different ways.
8. McGrath indicated that for the next meeting there will be continued discussion on strategic planning. After discussion, McGrath would like to know if the faculty are supportive of the draft template he has provided. There is some concern that if information is being pulled from OFIS, that is may be inaccurate or not up to date. Some faculty expressed concern that there may need to be different metrics. McGrath suggested that we invite the chairs of the strategic planning committee, Claudia Douglass and Barrie Wilkes, along with the Provost.