

**College of Micronesia-FSM Institutional Review Board**

<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
January 12, 2017	10:00 am	Board Conference Room

<b>Members</b>			
	<b>Name</b>	<b>Present</b>	<b>Absent</b>
Chairperson	Frankie Harriss	X	
Member	Delihna Ehmes	X	
Member	Bernolina Hedson	X	
Member	Eliazer Johnson	X	
Member	Paul Dacanay	X	

<b>Additional Attendees:</b>	Dr. Yvette Paulino    Principal Investigator, U-24 Pacific Islands Cohort on Cardiometabolic Health [U-24 PICCAH]
	Jocelyn Ann de Guia    Program Manager, U-24 PICCAH

**Agenda/Major Topics of Discussion:**

1. Welcome and introduction
2. Overview of the Institutional Review Board and the U-24 Pacific Islands Cohort on Cardiometabolic Health [U-24 PICCAH] Study
3. Review draft College of Micronesia-FSM Institutional Review Board [COM-FSM IRB] Terms of Reference [TOR]
  - a. Elect secretary
  - b. Review member responsibilities, and affirm willing service
  - c. Discuss training options and availability.
  - d. Provide members with a copy of the Belmont Report
  - e. Provide members with a copy of the US Department of Health and Human Services (HSS) (2009, January, 15) *Protection of Human Subjects: Title 45 Code of Federal Regulations, Part 46.*
  - f. Members complete a required bio for publication to the college website and have photo taken.
  - g. Miscellaneous
4. Adjournment

**Discussion of Agenda/Information Sharing:**

1. Welcome and introduction
  - a. The COM-FSM IRB members and the U-24 PICCAH study Principal Investigator [PI] and Program manager were introduced
2. Overview of the Institutional Review Board and the U-24 Pacific Islands Cohort on Cardiometabolic

## Health [U-24 PICCAH] Study

- a. U-24 PICCAH study PI gave an overview of the Institution Review Board and its role in reviewing research that involves human subjects
  - b. An overview and history of the U-24 PICCAH study by the study PI Dr. Yvette Paulino.
3. Review draft College of Micronesia-FSM Institutional Review Board [COM-FSM IRB] Terms of Reference [TOR]
- a. Elect secretary
    - Dr. Paul Dacanay elected as secretary. He will be the point of contact for the IRB here in Pohnpei.
  - b. Review member responsibilities, and affirm willing service
  - c. Discuss training options and availability.
    - First step for members would be the PHRP Training. All members must complete the training and provide copy of certificate as proof to the secretary. Link to the site will be sent out by Paul.
    - Members agreed on having the first IRB training in Pohnpei to allow the presence and participation of all members. Suggestion submitted to have a consultant come here to do the training. After initial training, depending on availability of funds, members will take alternate turns (one member at a time) in attending IRB trainings abroad.
  - d. Provide members with a copy of the Belmont Report.
    - A printed copy of the Belmont Report was provided to each member that was included in the packet
    - Electronic copy will be posted on the COM-IRB page on the COM-FSM website.
  - e. Provide members with a copy of the US Department of Health and Human Services (HSS) (2009, January, 15) *Protection of Human Subjects: Title 45 Code of Federal Regulations, Part 46*.
    - Also included in the packet was a copy of the Protection of Human Subjects: Title 45 Code of Federal Regulations
    - An electronic copy will be posted on the COM-IRB page on the COM-FSM website
  - f. Members complete a required bio for publication to the college website and have photo taken.
    - Required to show background and qualification of members as well as the diversity of the group.
    - Members need to fill-up the form and return via e-mail to Dr. Harriss within a weeks time
  - g. Miscellaneous
    - Group agreed to four meetings this year. The final meeting will actually depend on the success of project.
    - Follow-up research may be feasible depending on the availability of funding.
    - If project is successful and there is funding, research sample may also increase.
    - Recruitment population recommended by EJ- Immunization Program.
    - Video to be watched does not work. Dr. Dacanay will be responsible for downloading and distributing video.
    - Next meeting is set for April.

4. Adjournment

**Handouts/Documents Referenced:**

Belmont Report

US Department of Health and Human Services (HSS) (2009, January, 15) *Protection of Human Subjects: Title 45 Code of Federal Regulations, Part 46.*

**College Web Site Link:** <http://www.comfsm.fm/?q=IRB>

<b>Prepared by:</b>	<b>Paul Dacanay</b>	<b>Date Distributed:</b>	April 3, 2017
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**Approval of Minutes Process & Responses:**

Minutes approved at the April 12, 2017, meeting. (4 yes votes from present members Harriss, Ehmes, Hedson, and Dacanay; 1 non-vote from absent member)

➤ Electronic votes:

<b>Submitted by:</b>	Paul Dacanay	<b>Date Submitted:</b>	April 12, 2017
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

- Dr. Paul Dacanay elected as secretary. He will be the point of contact for the IRB here in Pohnpei.
- Members reviewed responsibilities, and affirm willing service
- All members must complete the PHRP training and provide copy of certificate as proof to the secretary
- Members agreed on having the first IRB training in Pohnpei
- Members complete a required bio for publication to the college website
- Group agreed to four meetings this year
- Recruitment population recommended by EJ- Immunization Program.
- Next meeting is set for April