**NAACCR Institutional Review Board Biannual Meeting**

**April 17, 2015**

**11:30 aM ET, 10:30 AM PM CT, 9:30 AM MT, 8:30 AM PT**

Call-In Info:

Toll free number: 1-877-953-0411

Passcode: 9206148

1. Welcome & Report from the Chair John Fulton

Members Present on Call:

Ron, Annie, Vivian, Betsy, Nan, Recinda, John, Joanne, Jack, Cynthia O’

A quorum was reached (8 of 12). John Fulton welcomed the members on the call.

1. Minutes—there were no corrections or changes to the minutes from October 2014.
2. Membership Update John Fulton
	1. Letters sent: Recinda resent to Nan
	2. Membership List attached: Recinda clarified that waiting confirmation of acceptance by Ann Marie Hill
	3. Role of Chair: John Fulton gave an overview of the role of the chair and how the expedited review process works. The Chair reviews all expedited/exempt proposals. If we received a proposal that does not meet that criteria, the full Board would review (we have not yet received one). The Chair reviews all of these proposals unless they are an investigator on the study or unavailable.
	4. Role of Vice-Chair: John Fulton gave an overview of the role of the Vice-Chair which is to review proposals with the Chair as the PI and to review the proposals when the Chair is absent.
3. Required Trainings: John Fulton
	1. Basic Certification in Protecting Human Research Participants—send certificates to Recinda (rsherman@naaccr.org)
	2. Training Option 1: complete basic human protection training required at home university
	3. Training Option 2: use NIH training <http://phrp.nihtraining.com/users/login.php>
	4. New member provide certification now; Current members need to provide updated certification every 3 years
	5. Members up-to-date: Finch (7/29/17), MacMillan (11/23/15), O’Malley (8/29/17), Stroup (8/14/16), Whiteside (3/9/18), Zachary (4/10/17)

John will send NIH training website in pdf format so members don’t have to review 100+ pages on line.00 pages for review.

1. Updated Webpage Recinda Sherman

Recinda gave a brief overview of the update webpage. The IRB page has been reorganized and now is current with minutes and other information.

<http://www.naaccr.org/Research/IRB.aspx>

1. Manuscript Review John Fulton
	1. Updated PI Assurances
	2. Rotate through membership
	3. Reviewer Responsibilities
	4. Updated assurances

John outlined how the manuscript review process will be done. IRB is responsible for reviewing a prepublication copy of articles to ensure the researchers comply with their IRB protocol. They do not have to review for scientific merit since we already have Scientific Editorial Review process for these papers. Because these papers are not yet published, IRB will retain a copy but the individual reviews will destroy the manuscript once the review is complete. Members on the call agreed this responsibility will rotate through the members. Manuscript review does not need to go through Chair or Vice-Chair first.

The assurances have been updated and the members approved. Recinda will follow-up with what needs to be done to approve the new assurances document.

1. Projects requesting additional years of data John Fulton
	1. Rotate through membership
	2. Reviewer Responsibilities
	3. Projects requesting:

John presented the method of approved projects requesting an additional year of data. The review will receive the original approval and if the project is older than 1 year they will also receive the annual monitoring reports. As long as everything is in order, IRB will grant an additional year of data. All IRB members will receive a copy of the approval, but review does not need to go through Chair or Vice-Chair first. If everything is not in order, an individual review cannot say “no”. Instead it is reviewed by the full board. Jack mentioned that researchers use the updated files from the updated submission. This is not an IRB issue but a good policy. Recinda mentioned that researchers get the most recent submission year for all years of data.

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| **IRB Application No.** | **Project Title (PI)** | **Notes** |
| 14-03 | Geographic clustering of invasive melanomas in the US (Gimotty, UPenn) | Up for annual monitoring in June 15, wants through 2012, awaiting updated proposal |
| 14-07 | Lymphoid malignancy statistics in the US (Jemal & Teras) | Was approved 12/14; would like 2012 data |
| 14-08 | Demographic and regional-state variations in DCIS & early stage breast cancer and treatment (Ward & Lin) | Was approved 12/14; would like 2012 data |

1. Expedited (Exempt) IRB Reviews since October 17, 2014

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| **IRB Application No.** | **Project Title (PI)** | **Approval Date** |
| 14-05 | The epidemiology of pediatric brain tumors in Appalachia (Dr.Bin Huang, University of Kentucky) | 1/8/15 |
| 14-06 | Variations in receipt of curative-intent surgical treatment for early-stage non-small cell lung cancer (NSCLC) among racial/ethnic groups and within racial ethnic groups across states in the United States (Dr. Helmneh Sineshaw, ACS) | 11/7/14 |
| 14-07 | Lymphoid Malignancy Statistics in the United States, 2001-2011 (Dr. Ahmedin Jemal & Dr. Lauren Teras, ACS) Jack pointed out typo | 11/10/14 |
| 14-08 | Demographic and regional/state variation in DCIS and early stage breast cancer incidence and treatment (Dr. Elizabeth Ward and Dr. Chun Chieh Lin, ACS) | 11/10/14 |
| 14-10 | Examining cancer disparities in the Philadelphia Metro Area (New Jersey, Pennsylvania and Delaware) | 11/12/14 |

1. Review pending or upcoming:

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| **IRB Application No.** | **Project Title (PI)** | **Notes** | **Submission Date** |
| 15-01 | Recent trends in incidence of testicular germ cell tumors in the US (Ghazarian) | pending | 4/15/15 |
| 15-02 | Maine Cancer Registry: Annual Cancer Report and Routine Surveillance using CINA Deluxe Data  | Upcoming; waiting RApR approval | na |

1. Annual monitoring reports since October 17, 2014

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| **IRB Application No.** | **Project Title (PI)** | **Original Review Date** | **Renewal Date** |
| 05-13 | Cutaneous malignant melanoma (CMM): Differences in epidemiology between US adults and children, 1995-2002 | 11/21/05 | 2/10/15 |
| 07-05 | Projecting estimates of cancer incidence for every US state both spatially and temporally (Dr. Siegel, ACS)***PI Change*** | 6/26/03 | 11/5/14 |
| 11-04 | Hodgkin lymphoma incidence in the US by Age, Race, and Ethnicity (Lewis—completed) | 9/2011 | 1/30/15 |
| 11-07 | Comparing surveillance methods using county level cancer incidence data in the US (Lin) | 2/14/12 | Pending/PI moved |
| 13-01 | Ovarian cancer mortality and survival trends in relation to changing patterns of menopausal hormone therapy in the US (Yang & Sherman) | 3/25/13 | Pending PI  |
| 13-02 | Trends of hormone related-female cancer incidence in relation to changing patterns of menopausal hormone therapy in the US (Yang & Sherman) | 4/10/13 | Pending PI |
| 13-04 | Insurance coverage expansion and disparities in cervical, prostate, and lung cancer (Hanchate) | 4/26/14 | Pending PI |
| 13-05 | Health insurance and cancer stage at diagnosis (Han) | 4/30/14 | Pending PI |
| 14-02 | Comparison of latitude gradients for testicular cancer and remaining cancers in Australia and the US (Baade) | 4/30/14 | Pending PI |

1. Complete list of (active and terminated) CINA Projects (attached)
2. Next meeting: 2nd Friday in October. October 9th, 2015; 8:30 am PST,9:30 MST,10:30 CST; 11:30 EST