Thank you to Christine Larson (Psychology) for her years of service to the UWM IRB. We also thank W. Hobie Davies (Psychology) and Rick Lovell (Criminal Justice) for their service to the IRB and for providing their expertise as child representative and prisoner representative, respectively.

The UWM IRB extends a warm welcome to new members joining the IRB in 2014-15, Steven Clark (Chemistry) and Prisoner Representative - Tina Freiburger (Criminal Justice). The expertise these two bring to the IRB will be a great asset to the Board.

With the increase in research collaboration between UWM faculty/staff and investigators at other institutions, the IRB often receives calls from researchers wondering how to coordinate the IRB review process for a project that may require review by multiple IRBs. In order to help researchers understand the options, we have created a guidance document explaining the steps to follow if you are working with researchers from other institutions and beginning to plan your IRB submission.

The document provides steps for working with specific local institutions such as Aurora Health Care, Medical College of Wisconsin, Children’s Hospital, Froedert, Blood Center of Wisconsin, MSOE, Marquette, Wheaton, Columbia St. Mary’s, Milwaukee Public Schools, as well as steps to follow for any other institution.

Click here for the Multi-Institution IRB guidance document.

Fall Semester Training Opportunities

This semester we have two new training opportunities. The first is a session developed by the IRB staff aimed at new investigators or students. This “Introduction to the UWM IRB” will provide an overview of the submission process along with helpful hints and explanations and will include a demonstration of how to work with IRBManager – our online submission system. Register here.

We are also offering three open “Question and Answer” sessions where investigators can bring their questions and meet informally with the IRB staff to get specific guidance and answers. No appointment necessary – just bring your questions and stop by!

And as always, we are happy to come speak to your class or meeting and customize a session based on your need. Please contact us at irbinfo@uwm.edu or 229-3182 to schedule a time.
Students and Investigators often have questions on whether or not their project requires IRB review. Questions typically focus on quality improvement/quality assurance projects, program evaluations, class projects and analysis of de-identified data. The IRB has historically had a form that can be filled out and helps guide the decision on whether or not to submit to us, but we have recently updated it to include a series of questions about QI/QA projects and program evaluations to help clarify these areas.

If you still aren’t clear if you need to submit to the IRB or if you need formal documentation from the IRB office that your project does not require IRB review you have two options:

- You can complete our MS Word Determination form and email the completed form to the IRB office at irbinfo@uwm.edu
- You can complete an online version of the form answering the same questions

In both cases IRB staff will respond to you via email within 2 business days with a formal determination that you can save for your records.

### Helpful Hints on Informed Consent

Obtaining informed consent from research subjects is one of the most important parts of ethical research and relates directly back to the Belmont Report principal of Respect for Persons. Federal regulations require written consent except for situations in which a waiver of consent or documentation of consent is granted.

In order to help investigators think through the informed consent process while planning their studies, the IRB has developed a Helpful Hints guide to clarify issues surrounding informed consent and some frequently asked questions. Topics covered include: when verbal consent is an option, passive consent, risks associated with the consent process, consent process with special populations such as children and non-English speakers, how and when to request a waiver of consent and consent issues related to HIPAA.

**BFS has updated the Payments to Research Subjects guidelines**

If you offer cash, check, or gift-card incentives to your participants please make sure to read the updated procedures for payments to research subjects.