Chair Cathryn Booth-LaForce called the meeting to order at 9:05 AM

Meeting Synopsis:
1. Call to Order and Approval of Agenda
2. Approve minutes from 5 October 2006 FCR meeting
3. Announcements
4. Requests for Information and Updates
   a. Human Subjects Division progress and plans (Karen Moe, Acting Director, HSD; Jeffrey Cheek, Associate Vice Provost for Research Compliance and Operations, Office of Research).
   b. Update - Office of Research (Mary Lidstrom, Vice Provost for Research, Office of Research)
5. Nomination for Vice Chair of FCR
6. Discussion
   Interdisciplinary Research Committee—Membership (Mark Haselkorn)
7. New Business
8. Adjournment

1. Introductory Comments
Cathryn Booth-LaForce began by calling the meeting to order at 9:05 AM.

2. Call to Order and Approval of Agenda
The agenda was approved.

3. Approve minutes from 5 October 2006 FCR meeting
The minutes were approved as written.

4. Announcements
Ronald Stenkamp will be the representative to IPMAC
The Interdisciplinary proposal has been approved
The FCR winter quarter meetings have been rescheduled and the new dates have been emailed

5. Requests for Information and Updates
   a. Human Subjects Division (HSD) progress
Cathryn introduced Jeff Cheek and Karen Moe. Jeff Cheek was hired in August to be the Associate Vice Provost for Research Compliance and Operations. Karen Moe is the Acting Director of the Human Subjects Division.

Jeff Cheek's position is a full-time administrative appointment and he is responsible for Conflict Of Interest management and Human Subjects Research Quality Assurance and Quality Improvement. Jeff Cheek is working closely with other UW compliance offices to improve coordination and training within departments and throughout the university. The emphasis is on process improvement measures.

Karen Moe has taken over Helen McGough's position and was appointed Acting Director Oct. 2006. Karen is the lead person in the accreditation process. She will develop and implement changes in HSD policies and procedures, and will coordinate with federal regulators and other institutions.

Jeff Cheek discussed Office of Research (OR) activities in the UW research operations. His discussion focused on the American Association for Human Research Protection Programs (AAHRPP) accreditation requirements, (e.g., policies, procedures and forms) and how information flow for UW human subjects research is not optimized. For example, forms need to be clear and easier to understand. The Human
Subjects Policy Board’s role is being expanded role to include feedback on policy issues and changes in processes.

- **Compliance**: A balance between education and enforcement
  - working on a balance that stresses education in order to minimize the need for enforcement.
- **Optimize informational and educational tools**
  - UW does not have a "one-stop shop" for investigator training; resulting in a fragmented institutional training infrastructure.
  - OR aims to offer one-on-one training, classroom instruction, and web-based training and information pertinent to research compliance.
- **Provide proactive consultation and advice for investigators seeking to conduct human subjects research**
- **Improved accountability measures for self-assessment**
  - use of a revamped database at HSD to create metrics and devise improvements in the application process.

Karen Moe is working on the AAHRPP requirements, policy and procedure documentation, and compliance with federal and state regulations. Her goals are to apply consistency among the IRB committees, emphasize efficiency and education in addition to improvements in the clarity and communication of forms, and guidance. All of the forms on the web have been, or are in the process of being revised. Karen is working on the review process of the HSD applications. HSD is reviewing applications as quickly as possible and making sure that everything is compliant. Karen is also working on increasing education for HSD, IRB and investigators, with the emphasis on educating students, fellows and junior faculty.

Currently, tools are being developed for HSD improvement. Mary Lidstrom and Provost Wise have provided resources to help with the workload. A new database is being developed and it will be implemented in about three months. The new database is simple and will provide metrics. HSD will be able to track applications and let the researchers know how long it will take to give them an answer. The new database will be able to assess the turn-around time at HSD for each stage of review, and help assess the quality and consistency of IRB reviews. The database will also provide workload reports: type, volume, and distribution. An electronic submission and review system is being developed to better coordinate applications and review. This should take one to two years.

HSD structural changes.
- Able to hire a new program manager, new behavioral science review committee
- Work with VA committees
- Increase staffing of the Minimal Risk review team

Improvements - Specific Issues
- Improve the turnaround time on HSD applications
- Received additional resources & staffing committed to HSD
- Computing infrastructure to devise accountability metrics
- Lag between resource allocation and impact on services, new forms.
  - It would help if researchers paid more attention to the quality of their applications in speeding up application process time, incomplete and/or inaccurate applications
- Use of Western IRB and Cancer Consortium IRB for review, helping turnaround time.
- Transparency, clarity and communication
- Improvement on hot-button issues, like use of biological specimens; exempt research.
  - New forms will explain what needs to be reviewed and what doesn’t. Will also address student research and if they need to submit an application to HSD.

Issues
How to determine when to submit an application? What is research?

1) What data are going to be used?
2) Will it be published?
3) Is it generalizable knowledge?
4) Using a systematic approach to collecting data

Are people with disabilities considered in the specialized group? Some IRBs are treating disabled people as a specialized group and consistency is needed across the IRBs.

Karen is working to create a ‘culture of service’ at HSD. HSD employees want change and are upbeat about the new direction HSD is taking. Karen and OR are working on the UW perception of HSD and understand that the university community will need proof that change is imminent and that HSD is striving and succeeding in fostering a service-oriented environment and becoming approachable to the faculty. Mary is working with the Associate Deans and Jeff Cheek is working with the departments to help improve relationships between HSD and the research community. Metrics will be posted regarding the turn around time of applications and improvements. Workload has dropped in some areas of HSD due to changes such as the use of Western IRB, and Karen is working hard on turn around time. HSD is re-working its forms so that they are clearer and easier to understand. HSD is working hard to improve its service to the research community.

Student Research
There is a need for students performing research to understand what kind of research needs to be reviewed. There are a number of research projects in the humanities and there is a great need for guidance and clarity. The turn around time for the HS applications needs to be quicker. The summer dental students have only a short amount of time to complete their projects and they need the approvals quickly.

HS Training
NIH only requires HS research training when applying for grants. There isn’t any additional training requirement at the university. Hutch requires retraining every three years. There is a student module on the CITI training site. It also includes bio/behavioral and international training. HSD provides training in filling out the applications, for students, and general and ethical subjects. The new application forms will have a separate section about behavioral research. The new forms will be available this academic year.

b. Update from Mary Lidstrom, Vice Provost for Research, Office of Research
Grants.gov Mary Lidstrom gave an update about the upcoming change to grants.gov. NIH is changing vendors to process grants electronically. The RO1 February 5 deadline will be processed with the current PureEdge viewer system. The new system will begin April 1, 2007, and training should be completed by June 1. The forms created by the first vendor will not change and should look and be processed identically. There has been a lot of political pressure to change the RO1 deadline from February to June, but there hasn’t been any success in making this happen. Recently, OR sent out a survey and an encouraging sign is that half of the responses were from the faculty. This is a new system and the grant applications are taking a while to process. It is recommended to submit the grant application at least two weeks ahead of the deadline. If a faculty member is going to apply for an RO1, they should start their application by December 1. School of Medicine has paid for a step-by-step guide to completing the new forms and understanding the process. OR is currently working on a system to upload PDF files with the eGC1. It is functional, going through testing, and the deadline for completion is February 1. It is on time and on budget.

Additional resources have been allocated to Office of Sponsored Programs to staff a help desk and hire temporary staff for the grant application transition.

The Office of Research webpage contains grant application policies, procedures and forms. OR is working with the deans’ offices to help disseminate information more clearly. As an example, the Indirect Cost page has been shortened, simplified and clarified.

UW Towers
Mary is on the UW Towers committee and will bring updates to the FCR meetings. The UW Towers committee will create a process for requesting space. Two issues regarding the UW Towers are:

1) The UW Towers will be financially self-supporting. Some UW units that currently lease off-campus and move into the UW Towers will continue to pay rent.
2) The tower’s floors are open and consist of cubicles. Each floor has an enclosed conference room, but the rest of the space is open cubicles. The building was constructed with an open space plan, and the lighting, ventilation, heating, etc. constrain the floor plan to the open space plan. This cannot be changed. The configuration isn’t amenable to groups that need confidential meetings. Rent is cheaper than other off-campus space and will be funded like the R&T building.

Most likely there will be a two-step process for space allocation incorporating the UW Towers. First, space will be allocated in the UW Towers, and the second process will be to allocate space vacated by the UW Tower groups.

The UW Towers is approximately 510,000 square feet. The new data center will occupy 68,000 square feet. Some current UW departments that are leasing space, about 300,000 square feet, will move in, leaving 100/-50,000 square feet for occupancy. UW has asked the WA state legislature for funds to pay for the maintenance and operations of the building.

Possibilities for units to move include OSP and HSD, which would be beneficial because of their close working relationship, and C&C Research that uses C&C expertise and research with computer services would seem like a good fit at the UW Tower, if C&C moves in.

This is a high-quality building with top of the line furnishings. The new dean of Architecture has toured the building and sees a lot of potential with the structure and the ability to reconfigure the space using furnishings already there.

UW can start moving in January ’08 but there will be some minor work that needs to be done before occupying. The phones and computers need to be hooked up, etc. By June ’08, 75% of the occupants should be moved into the tower.

College Councils
Cathryn and Mary brought up the issue of how to involve faculty in the FCR and foster two-way communication. The FCR needs to find common issues and hot topics among the faculty to address and work with the faculty. It was suggested that FCR members could go to the College Councils to establish a pipeline. The College Council is a faculty governing body for each school. It is comprised of the dean and usually chairs of departments. The members’ responsibility is to advise the dean on school issues. The College Councils have no formal ties with the Faculty Senate, and are governed by by-laws. The College Councils could funnel issues to the FCR. Cathryn will communicate with Donna Kerr, Secretary of the Faculty, about this issue.

6. Nomination for Vice Chair of FCR
Present members held a vote and moved to accept Mark Haselkorn as the Vice Chair of FCR.

7. Discussion
Interdisciplinary Research Committee—Membership (Mark Haselkorn)
The Interdisciplinary Research Committee has been established. Mark Haselkorn provided a list of candidate members of the Interdisciplinary Research Committee. The branch campuses need to be included in the committee. Marcia Killien, Tri-Campus Policy Chair, and Marcy Stein, Chair of the Faculty Assembly at Tacoma could help identify candidates.

Mark Haselkorn asked the FCR members to identify any holes in the candidate list. English, drama and music are missing. It was suggested to ask the head of the Digital Arts program, Co-Directors Shawn Brixey and Richard Karpen. The size of the committee may become an issue. The charge of the committee will be discussed at the next meeting.

8. New Business

9. Adjournment
The meeting was adjourned at 10:25 AM.  *Minutes by Autumn Percival*

**Present:**  *Faculty members*: Booth-LaForce, Haselkorn, Kiyak, Schwartz, Stenkamp  
*President's designee*: Lidstrom  
*Other ex officio members*: Allen (for Ashby-Larrabee), Welton

**Absent:**  *Faculty members* Benner, Fluharty, Haeseleer, Khagram, Miller  
*Ex-officio members* Lovell, Vogt, Wright

**Guests:** Sue Camber, Jeff Cheek, Karen Moe, Autumn Percival.

**Faculty:**
- Greg Benner, Education, Tacoma
- Cathryn Booth-LaForce, Nursing – Chair
- David Fluharty, Marine Affairs
- Francoise Haeseleer, Ophthalmology
- Mark Haselkorn, Technical Communication
- Sanjeev Khagram, Evans School of Public Affairs
- H. Asuman Kiyak, Dentistry
- Gerald Miller, Physics
- Ilene Schwartz, Special Education
- Ronald Stenkamp, Biological Structure
- Daniel Vogt, Forest Resources
- Richard Wright, Linguistics

**Ex Officio:**
- Suzette Ashby-Larrabee, PSO Representative
- Theresa Barker, GPSS Representative
- To be appointed, ASUW Representative
- Mary Lidstrom, Vice Provost for Research
- David Lovell, Legislative Representative
- Nanette Welton, ALUW Representative