

**NAACCR Institutional Review Board (IRB)  
Conference Call Summary  
October 15, 2010 at 11:30 AM ET and 10:30 AM CT**

**Present:** John Fulton (Chair), Cynthia O'Malley, Won Silva, Ron Dewar, Jack Finch, Deirdre Rogers, Suzanne Hornbeck

**NAACCR Staff:** Royale Anne Hinds

**Absent:** Linda Muul, Vivien Chen, Will Athas, Betsy Kohler, Tara Hylton, John Morgan

**Agenda Items**

1. a. A quorum was established for the meeting.  
b. Terms are expiring on December 31, 2010 for Deirdre Rogers, Won Silva, Tara Hylton, and Ron Dewar. Deirdre Rogers, Won Silva, Tara Hylton, and Ron Dewar agreed through phone calls and email to continue for an additional three-year term.  
c. The function of the IRB is very important and John appreciates everyone's involvement. Given the nature of the proposals we normally review, our work may seem like a formality from time to time, but in fact it is an important safeguard, and some proposals have content that requires extra attention.
2. There have been several reviews completed since April. They were all reviewed as Exempt. John Fulton thanked Deirdre Rogers, Cynthia O'Malley, and Ron Dewar for volunteering to complete a review. If a reviewer feels that something does not meet the criteria for Exemption, the reviewer should proceed with the review and contact John Fulton or Royale Anne Hinds. An Expedited review may be necessary.
3. There are no pending IRB applications at this time.
4. The annual progress reports section of the agenda shows that three projects were completed and correspondingly, access to the data file was terminated, within the last six months. An additional four research projects are still active with annual monitoring being completed within the last six months. The four ongoing projects do not have changes to their protocol. The IRB has voted to allow all of the ongoing studies on the agenda to continue as proposed.
5. There are currently 14 active projects that are approved by the IRB. Angela Mariotto's access will be terminated within the next week for her 2004 project, upon which she is no longer working. Royale Anne will follow up and report to the group about the two 2005 projects (Robert Greenlee #05-15 and #05-13 Lisa Paddock).

**Future Meeting**

1. After an email poll, it was decided the next meeting will be held Friday, April 15, 2011 at 11:30 AM Eastern, 10:30 AM Central, 9:30 AM Mountain, and 8:30am Pacific.

In an email from Bob Greenlee concerning his project #05-15:

Hi Royale Anne,

Thanks for checking. Please pass along the following to the IRB.

I understand the IRB's concern and apologize for keeping the project open to continuing review for this length of time. As stated in my last continuing review, the analysis was completed and resulted in a presentation at the 2009 NAACCR meeting, and my abstract and presentation slides were shared with the IRB. I have not had access to the corresponding NAACCR SEER\*Stat data files for some time. However, I am still working on a written summary and expect to have it completed soon. I will ask that the project be closed to IRB monitoring as of the end of this year, as indicated in my last continuing review.

Please let me know if they have additional questions.

Thanks, Bob