A Note to Instructors
During the last semester, the Institutional Review Board (IRB) has seen a tremendous increase in the number of applications submitted for class projects involving human research participants. Because some of these applications may not have been required, we encourage you to check the applicability of the Policy on Course-Related Student Projects Involving Human Subjects at http://www.compliance.iastate.edu/ComplianceWeb/irbLaws.aspx. Following these guidelines might help your students avoid further delays in time-constrained class projects.

As a reminder, projects that involve video-taping, audio taping, or photographing participants would not fit within the guidelines of the Policy on Course-Related Student Projects and would need IRB review. These types of projects generally would also fall under the human subjects regulations, and full informed consent would be required.

For projects that do require IRB review, we ask that supervising instructors examine the applications before they are submitted to ensure that they are complete. When all the appropriate documents (e.g., survey instruments, informed consent documents, phone scripts, email invitations to participate) are attached to the applications, the IRB is able to review the projects more quickly and efficiently.

Staff from the Office of Research Assurances would also be happy to come to your class to provide additional instruction about completion of the forms, the regulatory criteria that define exempt studies, etc.

Questions about the policy, exemptions from the regulations, or training for your class may be addressed to Jan Canny, IRB Administrator, 4-4566, jcs1959@iastate.edu.

New IBC Administrator
Katy Reeder joined the Office of Research Assurances (ORA) as the Institutional Biosafety Committee (IBC) Administrator on November 13, 2006. Katy has a master’s degree from Iowa State University in ecology and evolutionary biology. Prior to joining the ORA, Katy was a program assistant for the Bioethics Program.

Katy will conduct preliminary reviews of protocols; provide support for the IBC; and answer questions regarding the review process, forms, and meeting schedules. Contact information: 4-5412, reederka@iastate.edu.

Importation of Small Lots of Seed
On April 13, 2006, APHIS published a final rule which allows the importation of small lots of seed under a special permit as an alternative to the phytosanitary certificate requirement. These small lots of seed shipments would still need to be inspected at PPQ plant inspection stations. Also, the “small lots of seed” permit does not cover existing nursery stock.

You may apply for the “small lots of seed” permit using the USDA online e-permit system. For more information about applying for this and other required permits, contact Steve Ziegenfuss, Permit Specialist at EH&S, 4-7417, sziegen@iastate.edu.