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February 29, 2012

**TO:** ACM Human Subjects Symposium Participants

**FROM:** Jo

**RE:** Follow-up information and activities

**1.  Reimbursements** - For those of you who were the ACM-funded participant from your institution, you can find the Travel Reimbursement Request form on the [Symposium](http://serc.carleton.edu/acm_face/projects/human_subjects/symposium.html) page of our project website.  It would be very helpful to receive a scanned, faxed, or mailed copy of your completed form and accompanying receipts as soon as possible.  Scanned copies can be emailed to ir-e-office@stolaf.edu.

**2.  Symposium recommendation to ACM re: review of student projects conducted during ACM programs -** A draft recommendation was prepared during the symposium and has been posted on the new, private-access-only [Working Drafts](http://serc.carleton.edu/acm_face/projects/human_subjects/private/index.html) page of our project website (see Item 5 below for details about how to access this page).  Please review this draft and send any suggestions for revision to me by **Friday, March 9**.  If I don't receive any suggestions, I will formally convey it as is to ACM as a recommendation of the symposium participants.  If revision suggestions are made, I'll incorporate them in the draft and run them by everyone before submitting to ACM.

**3. Coordinators for completion of educational/policy documents -** On the last day of the symposium, we developed a list of the policy and educational documents we'd like to prepare, complete and/or revise, after considering drafts during our time together.  Different people agreed to lead the effort to complete them, and any symposium member is welcome to collaborate with the coordinators of any and all documents.  Here is the list of documents and coordinators, and information about how to access a current version of the document:

* ***"Determining Whether IRB Review is Federally-Mandated"***

**Jo Beld** (beld@stolaf.edu)

**Nathan Grawe** (ngrawe@carleton.edu)

**Greg Buchanan** (buchanan@beloit.edu)

[currently on [Draft Symposium Documents](http://serc.carleton.edu/acm_face/projects/human_subjects/symposium-docs.html) page of project website]

* ***"Protecting Participants in Research Projects: What Do I Need to Do and Why?"***

**Greg Buchanan** (buchanan@beloit.edu)

[currently on [Draft Symposium Documents](http://serc.carleton.edu/acm_face/projects/human_subjects/symposium-docs.html) page of project website]

* ***"Student Plan for Protecting Research Participants***"

**Sandra Mehl** (smehl@knox.edu)

[currently on [Draft Symposium Documents](http://serc.carleton.edu/acm_face/projects/human_subjects/symposium-docs.html) page of project website]

* ***"Information for Participants template"*** *and* ***"Instructor's Informed Consent checklist"***

**Bill Skinner** (william.f.skinner@lawrence.edu)

[both currently on [Draft Symposium Documents](http://serc.carleton.edu/acm_face/projects/human_subjects/symposium-docs.html) page of project website]

* ***"Recognizing and Minimizing Risk"***

**Stephanie Travers** (travst01@luther.edu)

**Sara Gorchoff** (SGORCHOFF@monmouthcollege.edu)

[posted on new [Working Drafts](http://serc.carleton.edu/acm_face/projects/human_subjects/private/index.html) page in the SERC project website – see Item 5 below]

* ***"Keeping Participants' Data Secure"***

**Paula Lackie** (plackie@carleton.edu)

[under construction by Paula]

* ***"Maintaining Anonymity and Confidentiality in Reporting Results"***

**Gabrielle Raley** (graley@knox.edu)

**Becki Elkins Nesheim** (belkins@cornellcollege.edu)

[under construction by Gabrielle and Becki]

* ***"Ethical Practice in Qualitative and Exploratory Inquiries”***

**Amanda Udis-Kessler** (audiskessler@coloradocollege.edu)

[Amanda has sent an email to the symposium alias inviting participation in developing this]

* ***"Ethical Practice in Research Projects Conducted Outside the US"***

**Carol Dickerman** (cdickerman@acm.edu)

[under construction by Carol]

* ***"What Happens When Research Participants Are Not Protected?"***

**???** – This is the document that was an edited compilation of the “homework assignments” participants completed prior to the symposium. I have posted it on the new Working Drafts page. Unfortunately, I don’t have a record of who (if anyone) volunteered to be the coordinator for polishing this document. If you volunteered or if you would like to be the coordinator, please email me.

 **4.  Plan for completing documents**:

* Coordinators (and anyone else, for that matter) can contact the whole symposium group using the following email alias:  acm-humansubjects-symposium@stolaf.edu
* Anyone who is interested in working on any of the above documents should contact the coordinator(s) to let him/her/them know they'd like to be part of the collaboration on that document
* Jo, Nathan, and Greg (probably in consultation with Paula and Stephanie) will figure out an appropriate type of [Creative Commons](http://creativecommons.org/) license for our final products and will email the relevant information to the document coordinators.
* Document coordinators will email their completed documents to Jo by **Friday, March 30** for posting on the project website.

**5. Options for sharing documents in progress:**

* **New “Working Drafts” page in SERC website with private access only** – Our friends at SERC have created a new page for us which can be accessed only through a password-protected login process. Here is the link: <http://serc.carleton.edu/acm_face/projects/human_subjects/private/index.html>. When you first click on the link, you will be asked to provide your email address (use the one you provided for the symposium) and to create a password. This will give you future access to the page. Coordinators can upload documents directly to the page by clicking on the pink “Show Editing Controls” box on the upper-right corner of the website and following the prompts:
	+ Click “Upload File/Image”
	+ Type in a title for the file (I recommend including the date of posting in the title – it will help people know whether they are all working from the same document)
	+ Select the file to be uploaded using the “Browse” button
	+ Type in a brief description of the file
	+ Click the box indicating you’re the author of the document
	+ Click “Upload”
	+ Highlight the bracketed file ID information that will appear beneath the “upload successful” message that pops up after you have clicked “upload” (e.g., [file 32296]), right-click the highlighted text, and select “copy” from the drop-down menu that will appear.
	+ Click the “Edit this page” link in the list of options in the pink box on the far right of the page. An “editing mode” version of the web page will appear.
	+ Paste the bracketed file ID information you’ve copied onto the page, and if you wish, add a brief description of the uploaded document below the file ID
	+ Close the small “Upload successful” box
	+ Click the “Save” box, and a small “Saved” message should appear.
	+ Click “Exit editing mode” and the edited page should appear with a link to your document and a brief description.

(Once you’ve done this once or twice, it will be easy. If you need help with this, feel free to contact Anna at scaramuz@stolaf.edu.)

* **New Dropbox project folder available** – Some people like working with Dropbox ([www.dropbox.com](http://www.dropbox.com)) to share documents electronically – it’s essentially a web-based folder- and document-sharing system that anyone can use. Anna has created a Dropbox folder for us labeled “ACM Human Subjects – 2012,” and you will be receiving a separate email with instructions about how to access it. Coordinators can create sub-folders for their working groups within that folder.
* **Google Docs** – Paula Lackie has sent you a message with a link to a Google Documents folder that already has some symposium material in it and to which you can add more documents. Click to open: [ACM Protecting Human Subjects Study Group](https://docs.google.com/a/stolaf.edu/open?id=0B-y7sr9fc-FzMDdiYzMwZGItYTkzZC00NmIzLTk2OTktNWYzYzNiOWU0YWVk)
* **Good ol’ email attachment –** And there is always the option of sending materials back and forth via email attachment.

 **6.  Plan for communication with OHRP:**

* After conferring with Nathan and Greg, Jo will email our revised (and somewhat re-cast) document "Determining Whether IRB Review is Federally-Mandated" to our OHRP staff contacts for feedback.
* We will determine a date for a conference call with OHRP staff to receive that feedback, and we will let you all know the date so you can send any additional questions you'd like OHRP to address in an email to Jo a few days prior to that date.
* Jo will share OHRP's feedback and responses to our questions with the group as a whole.
* Jo, Nathan, and Greg will revise the "Determining Whether IRB Review..." document in response to OHRP feedback.

**6.  Corrections/additions/further questions?**  It's entirely possible I missed or mis-stated something above, so if anyone has any corrections, additions, or further questions, please email me!

Thanks again for your enthusiastic participation!  It was great to meet all of you in person.