West Chester University
Institutional Review Board
End of Year Summary for FY 2025

Date: July 1, 2025

I. IRB Committee Mission

West Chester University (WCU) is dedicated to the protection of human subjects who participate in research conducted by our faculty member, staff, and student or guest investigators.

I. Committee Meetings

September 20, 2024
October 18, 2024
November 15, 2024
December 6, 2024
February 7, 2025
March 17, 2025
April 4, 2025 [Cancelled for campus research-day attendance]
May 2, 2025

II. Committee Membership

Scientists:	*Non-Scientists:*	*Prisoner Advocate:*	*Community Members:*
Melissa Reed *(cc)*	Heather Leaman *(cc)*	Shannon Grugan	Christopher Sims
Julie Nair	Innhwa Park		Kyle Brun*
Michael Di Giovine	Adam Ranier		
Lauren Brumley	Mimi Staulters		
Amir Golmohamadi	Seth Kahn		
Reva Zimmerman	Kerrie Ocasio		
Stacie Metz			

*Denotes New Members FY 24
(cc) Co-Chairs

III. IRB Applications [July 1, 2024 to June 30, 2025]

	2023-2024	2024-2025
Initial Applications	236	236
Modifications	105	134
Renewals	12	10
Closures	68	51
Incident Reports	4	4
Withdrawals	2	2

IV. IRB Support of Campus Community

IRB Co-Chair Weekly Office Hours
College-specific drop-in hours hosted by IRB committee members

1:1 meetings with faculty and student researchers [ongoing, upon request]
Presentation at New Faculty Orientation
Presentation for recipients of FD WCU grant
Presentations for students in courses
Review of and development of training materials
Revision of Cayuse instructions and sections
Ram Plan: Continued facilitation of student records

V.   Policies Related to IRB
Research Using Social Media: In development
Data Collection and Storage Policy: In development

VI.   IRB Member Training
New Member Mentoring (new members paired with review teams)
Monthly IRB Meetings (training as items arise)
    Discussions regarding individual IRB applications, Reviewer approaches,
    Common application errors, Cayuse adjustments to facilitate application, Website
    revisions, Changes to waiver of signed consent.
CITI Renewals for active IRB members
Co-Chair attendance at PRIM&R Conference, December 2024-Sessions:
Reviewing proposals with AI; Ethical Issues in AI Research; How AI proposals are
similar/different than regular human subjects proposals.

VII.   IRB Assessment
See below for current FY changes.

VIII.   IRB Changes to Procedures or Materials
In response to faculty & researcher comments, the following changes have been
implemented:
A. Adjustments to IRB website
B. Updates to IRB website
C. Revision of Cayuse instructions
D. Addition of example consent forms

IX.   Action Items for FY 2026
Post guidelines re: Research Using Social Media in Collaboration with IS&T
Post guidelines re: Data Collection and Storage in Collaboration with IS&T
Add additional example materials to IRB website as requested
Revise Cayuse letter notifying researchers of return to PI and approval
Plan OHRP and IRB Self-Assessment for FY 26