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[Welcome to IRB committee members](#)

The Institutional Review Board welcomes two additional new members to the UMBC Institutional Review Board who began in the Fall of 2008:

[Sarah Chard](#), Assistant Professor, Anthropology/Sociology
[Joseph Clift](#), Managing Associate/Project Manager, Association for the Study and Development of Community

The updated roster of Board membership is available on the [IRB website](#).

[Who signs a consent form?](#)

Federal regulations (45 CFR 46.117) require written informed consent, one that is approved by the IRB and signed by the participant or the participant's legal representative and the principal investigator (or his/her delegate). The delegated responsibility can fall to members of the investigator's "research team", provided the team members have been trained by the investigator and had also taken the UMBC Collaborative Institutional Training Initiative (CITI) web-based course.

Consent forms should be signed by the person actually administering consent, at the time consent is administered, attesting to the informed consent conversation. At no time should the consent forms be pre-signed by the members of the research team.

Further details about the consent process may be found at <http://www.umbc.edu/irb/consentassentguide.htm>

[How long does it take the IRB to review and approve a protocol?](#)

CHECK IT OUT! <http://www.umbc.edu/irb/howtosubmitaprotocol.htm>

[Keep your data \(and computer\) safe](#)

Words of advice from the Office of Information Technology - Securing Your Laptop Against Physical Theft

Theft of laptops, desktop computers, computer parts and peripherals is a growing problem. According to insurance company figures, there is a 1 in 14 chance of a PC owner being victimized. If you lose your computer, or any part of its system, you've lost more than the cost of the laptop. You have lost your data. The hardware can be replaced, but the loss of work in progress could be devastating. Click on this [link](#) for more information.

People who volunteer to participate in research do so with the understanding that investigators will protect their identity **and** their information from inadvertent and inappropriate disclosure.

So treat collected data just like your laptop to keep safe and secure. A few helpful tips:

1) train research staff on the proper methods of keeping data secure.

Location and contact information:

bwtech@UMBC
5523 Research Park Drive
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Baltimore, MD 21228

HARPO@umbc.edu
410-455-3868 (FAX)
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Back issues of the *Compliance Console* are found at <http://www.umbc.edu/research/About/newsletters.htm>

2) de-identify data when saved on the laptop - this means stripping all personal identifiers from the saved data.

3) if the research requires that identifiers be kept, save your data to a removable medium (i.e. external hard drive) and secure that drive under lock and key. You may wish to use an identity key to match various data sets; if so, secure that key as well.

4) sensitive data may be secured using data encryption - the algorithmic transformation of data into an unrecognizable format that can only be recovered using a secret decryption key.

[How to access the CITI training](#)

As the new semester begins, we at HARPO get quite a few questions on how to access the CITI (or Collaborative Institutional Training Initiative) web based training programs.

First, what is CITI? The CITI program is a web-based subscription training service that provides research ethics education to all members of the research community. UMBC subscribes to this service, but you must register to create your own username and password and gain access to the site.

Now, who needs to take what training? Investigators working with people (that means conducting surveys, interviews, assessments, or looking at a person's data) will take training modules related to the IRB or human research. The modules cover topics dealing with social and behavioral research, high or low risk studies and projects looking at previously collected data or specimens. Investigators working with animals will take training related to animal care and use. There are also modules involving topics of responsible conduct of research, such as research misconduct, conflict of interest, publication practices & responsible authorship.

Finally, how can you access it? Pretty easy - go to HARPO training page (<http://www.umbc.edu/HARPO/training.html>) and select the training that's appropriate for your research. The important thing to remember is to log into the CITI site when you're ready to begin. Remember this: <https://www.citiprogram.org/>.

[HARPO Staff Presentations](#)

Staff from the office is available to meet with faculty at departmental meetings or speak to students in informal or formal (i.e. research methodology classes) to better educate and inform about research compliance issues. The current schedule may be found at <http://www.umbc.edu/HARPO/presentHARPO.html>. Contact the HARPO office at HARPO@umbc.edu or 410-455-2737 for more information or to schedule a time for your group or class.

[HARPO Blog](#)

Additional news, updates and information from the Human and Animal Research Protections Office can also be found on the **HARPO blog** at <http://harponotes.blogspot.com/>

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