



# Western Oregon UNIVERSITY

## WESTERN OREGON UNIVERSITY INSTITUTIONAL REVIEW BOARD POLICY (TEMPLATE)

<b>Policy Name:</b>	Institutional Review Board Expenditures Policy				
<b>Policy #:</b>	IO-001	<b>Policy Section:</b>	Internal Operations		
<b>Approval Authority:</b>	Chief Academic Officer	<b>Adopted:</b>	05.28.2018	<b>Reviewed:</b>	
<b>Responsible Party:</b>	Chair, IRB	<b>Revised:</b>			
<b>Responsible Office:</b>	Academic Affairs / IRB	<b>Contact:</b>	Ethan A. McMahan; mcmahane@wou.edu		

### 1. Policy Statement

This policy describes the Western Oregon University Institutional Review Board (WOU IRB) policy on Board expenditures. The policy states that the IRB Chair may seek and approve expenditures of less than 8% of the IRB's total annual budget (minus overhead and recurring expenditures; e.g., unclassified salaries) without approval of the WOU IRB. Expenditures of 8% or greater than the IRB's annual budget will only be granted with full IRB approval, and the Chair may not pursue these expenditures without said approval from the Board.

### 2. Reason for Policy

To ensure fiscally responsible utilization of annual funds, large expenditures will only be pursued once they have been reviewed, vetted, and approved by IRB membership.

### 3. Who Should Read this Policy

- a. Investigators at Western Oregon University
- b. Third-party, non-WOU affiliated Investigators intending to conduct research at Western Oregon University
- c. Members of the Western Oregon University Institutional Review Board
- d. Administration at Western Oregon University, including the President, Vice Presidents, Deans, Division Chairs, and Department Heads

### 4. Resources

Note. All policies are subject to amendment.

- a. Western Oregon University Institutional Review Board – [www.wou.edu/irb/](http://www.wou.edu/irb/)

**5. Definitions**

- a. Definitions of terms used in this policy are consistent with those applied in 45 CFR 46, Subpart A (Federal Policy for the Protection of Human Subjects, i.e., the Common Rule)

**6. The Policy**

This policy applies to IRB expenditures of the annual budget provided by the Office of Academic Affairs at WOU. The WOU IRB allows that expenditures of less than 8% of the IRB's total annual budget (minus overhead and recurring expenses; e.g., unclassified salaries, student worker salary, etc.) may be pursued and approved by the IRB Chair (pending approval from the Office of Academic Affairs) without consultation or approval from the full IRB. The Chair is however required to report and provide rationale for any expenditures of this amount at the following convened meeting of the WOU IRB. Expenditures of 8% or greater than the IRB's annual budget require approval by a majority of WOU IRB members. Expense proposals will be presented to the WOU IRB at a convened in-person meeting or via email, and approval of the expense will be voted on using standard voting procedures. Once approved, the Chair (or designee) may expend the funds as specified/approved. Any modifications to the approved expense proposal must be further reviewed and approved by the IRB using procedures similar to those described above.