



## IBC Meeting Minutes - April 17, 2026

Location: Teams

Scheduled 9:00AM-10:30AM

## Attendance

### IBC Members Present

- Ms. Audrey Adcock (IBC Member)
- Ms. Ginger Smith (IBC Chair)
- Dr. Lindsey Costantini (IBC Member)
- Dr. Ricardo Richardson (IBC Member)
- Dr. Undi Hoffler (IBC Member)
- Dr. Rob Onyenwoke (IBC Member)
- Mr. Michael Galloway (IBC Member)
- Dr. Patricia Basta (Local Non-Affiliated IBC Member)
- Ms. Donna Coleman (Local Non-Affiliated IBC Member)

### Members Absent

- Dr. Vijay Sivaraman (IBC Member)

## Open Session

- 1) Call to Order
  - a. Meeting called to order at 9:03AM
  - b. Quorum
    - i. 9 members present, 1 member absent
    - ii. The IBC has 10 members and 6 are required to be present to conduct business (at least 2 members of faculty)
- 2) The IBC Chair opened the meeting with an explanation of a quorum. Following this, all members introduced themselves. (Ms. Smith)
- 3) The IBC Chair welcomed all members present. (Ms. Smith)
- 4) The IBC Chair presented the **previous meeting minutes** from 6/21/2024 which were approved. (Ms. Smith)
- 5) The Biosafety Officer discussed **IBC meeting and submission dates**. Updates to meeting times and dates were made. (Mr. Michael Galloway)



- 6) The Biosafety Officer presented the **IBC charter**, which must be reviewed and approved annually. (Mr. Galloway)

**Proposed changes to the charter:**

- IBC Chair nominations will be recommended by EHS to the Director of Research Compliance & Technology Transfer, Division of Research and Sponsored Programs (changed from the Chancellor).
- Incorporation of the requirement to use NIH biographical sketch forms through SciENCv (Science Experts Network Curriculum Vitae) for common forms such as Biosketch and Other Support.  
Website: <https://www.ncbi.nlm.nih.gov/sciencv/>

**Additional discussion:**

- Ms. Adcock noted that NIH guidelines have changed. Member names and IBC Chair contact information must be publicly posted on the NCCU webpage. IBC meeting minutes must also be posted with appropriate redaction of researcher information.
  - Mr. Galloway will work with ITS to create an IBC webpage to house this information.
  - The Chair was advised to incorporate these updates into the IBC charter. The revised charter will be presented for approval at the next meeting.
- 7) The Biosafety Officer discussed the **IBC form** and how it should be completed. No changes to the form were recommended. (Mr. Galloway)
- Non-affiliated members currently do not have NCCU email accounts but have been granted SharePoint access. Although SharePoint requests an NCCU email, they can log in using their personal email. ITS does not provide NCCU email addresses for external people anymore.
  - The review process for new and renewal IBC registration forms was discussed:
    - Forms are initially submitted to EHS for a pre-review to ensure completeness.
    - EHS returns forms to the PI with recommended changes and a timeline.
    - The PI resubmits the revised form to EHS.
    - Once approved at the EHS level, the form is shared with the IBC committee along with a comment form for members to record their comments on individual submissions.
    - Submitted Forms should be distributed at least two weeks before the next meeting.
    - Committee members review and provide comments in advance.
    - Forms are discussed during the meeting:



- If no major revisions are required, the form is approved.
- If significant revisions are needed, the form is returned to the PI and reviewed again at a future meeting.

**Pre-review process recommendations:**

- Ensure completeness (title, funding information, training, required fields).
  - Verify training records with EHS.
  - Compare information with LSP records.
  - Confirm IACUC information with Dr. Hoffer if animal research is involved.
  - Develop a standardized pre-review checklist for the Biosafety Officer.
- 8) The IBC Chair discussed **SharePoint** access and ensuring all external members can access necessary materials. (Ms. Smith)
- Dr. Hoffer will upload the 2025 OSP report to the NIH\_OSP\_Reports folder on SharePoint.
- 9) The Biosafety Officer reviewed **NIH OSP requirements**, including:
- Submission of biographical sketches for all members.
  - Completion of CITI training for all members. (Ms. Smith)
  - Biosketches must be completed using SciENcv: <https://www.ncbi.nlm.nih.gov/sciencv/>
  - The Biosafety Officer will send an email requesting CV completion and CITI training, including a due date.
  - Completed CVs will be sent to Mr. Galloway and Dr. Hoffer for inclusion in the annual OSP report.

**Next OSP report due:** July 30, 2026

- 10) Biosafety training is required and available on the website. (Mr. Galloway)
- 11) Due to time constraints, the committee was unable to review IBC forms requiring corrections. This will be addressed at the next meeting.
- 12) **Next meeting:** Friday, May 15, 2026, at 9:00 AM (virtual)