



IBC Meeting Minutes - May 15, 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. Vijay Sivaraman (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. Ricardo Richardson (IBC Member)
- Dr. Undi Hoffler (IBC Member)
- Dr. Rob Onyenwoke (IBC Member)

Open Session

1) Call to Order

- a. Meeting called to order at 9:05AM
- b. Quorum
 - i. 7 members present, 3 members absent
 - ii. The IBC has 10 members and 6 are required to be present to conduct business (at least 2 members of Faculty)

2) Review Minutes from Previous Meeting

- a. Minutes from the previous IBC meeting held on April 17, 2026 were reviewed. Motion made to approve the minutes as written



- b. 6 For / 0 Against / 0 Abstained

3) New announcements/updates were provided to IBC members:

- a. Members were informed of a training event for creating **NIH Biosketches** using the new SciENCv system that will be held on May 22 from 1-2pm
- b. All IBC members are required to complete the **CITI training**.
 - i. Instructions:
 1. Go to the IBC training website www.citiprogram.org .
 2. Create an account and/or log in to Citi Program with your NCCU email.
 3. Affiliate with NCCU
 4. Select “no” to questions 1-5 & 7 and yes to question 6 on the Select Curriculum Page
 5. You should now be able to access Institutional Biosafety Committee Member Training
 6. Once completed, please provide a copy of your certificate of completion to ehs@nccu.edu.

4) 2026 Charter Approval

- a. Changes to the Charter were discussed:
 - i. IBC Chair nominations will be recommended by EHS to the Office of Sponsored Research and Programs (changed from the Chancellor).
 - ii. 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/>
 - iii. In the Oversight section, a description of what IRB is was added and BSO was changed to Biological Safety Officer.
 - iv. Under Membership, the expert in animal containment principles was changed to “ad hoc consultant as needed”
 - v. An organization chart was added
 - vi. Under the Minutes section, the NIH Notice # NOT-OD-25-082 was added – to promote transparency, approved IBC meeting minutes (with appropriate redactions) will be made publicly available on the NCCU website, committee members will be identified and contact information of the Chair will be publicly posted.
- b. Motion made to approve the Charter



i. 6 For / 0 Against / 0 Abstained

5) IBC Registrations

- a. No applications were reviewed at this time
- b. A total of 4 forms were reviewed by EHS and returned to the PI for revision

6) Next Meeting: Friday, May 15, 2026, at 9:00 AM (virtual)

7) Adjournment

- a. Meeting was adjourned at 9:29AM