

IBC Meeting Minutes

Topic	Relevant Information	Discussion Notes
<b>Institution</b>	W&M	
<b>Meeting Date</b>	7/24/25	
<b>Meeting Time</b>	12:45pm	
<b>Meeting Type</b>	Online, Zoom	
<b>IBC Members Present</b>	<ol style="list-style-type: none"> <li>1. Ryan Carnegie, IBC Chair</li> <li>2. Margaret Saha</li> <li>3. Kim Reece</li> <li>4. Mark Forsyth</li> <li>5. Teresa Belback</li> <li>6. Jason Nagy</li> <li>7. Dan Scungio (left at 1:03 PM)</li> </ol>	
<b>Quorum</b>	<p>Present</p> <p>The IBC has 8 voting members, and 5 members are required to conduct business</p>	
<b>Other Individuals in Attendance</b>	<p>Steven Mamer</p> <p>Emma Gourdie</p>	
<b>Call to Order</b>	The IBC Chair called the meeting to order at 12:50pm	
<b>Conflicts of Interest</b>	The IBC Chair reminded all members present to identify any conflicts of interest as each registration is reviewed.	
<b>Review and approval of Previous meeting minutes</b>	<p>5/22/25</p> <p>Motion: Kim Reece</p> <p>Votes: 6</p>	<ul style="list-style-type: none"> <li>• NIH released update to meeting minutes format</li> <li>• From this point forward, all minutes to be recorded in new format</li> </ul>
<b>Review of Prior Business</b>	N/A	
<b>New IBC Registrations and Amendments for Review</b>		
<b>PI Name(s)</b>	N. Millette	
<b>Registration Number/Title</b>	IBC-00000093 - HAB Karenia brevis	
<b>Project Overview</b>	This project will expose a culture of Karenia brevis to a combination of stressors under tightly controlled laboratory conditions. These experiments will test how K. brevis' toxin quota and growth rate changes under a range of	

	temperature, pH, and water nutrient ratio combinations. An established culture of <i>K. brevis</i> will be obtained from the Florida Wildlife Research Institute.	
<b>NIH Guidelines Section</b>	N/A	
<b>Risk Assessment and Discussion</b>	Risk Level 2	<ul style="list-style-type: none"> <li>• Protocol states no sharps will be used, however committee discusses what constitutes as sharps</li> <li>• If something does not touch a BSL1, 2, or select agent then the IBC does not deal with it</li> <li>• Further discussions to take place on defining proper protocol for glass waste</li> <li>• To help with consistency, committee to work towards adding proper definitions and processes to SPARCS</li> </ul>
<b>Training</b>	CITI	
<b>Occupational Health Representative review (if applicable)</b>	N/A	
<b>Biosafety Level Assignment</b>	BSL2	
<b>IBC Vote</b>	All voted to Approve	
<b>PI Name(s)</b>	S. Caligiuri	
<b>Registration Number/Titles</b>	IBC-00000094 - Menstrual Cycle Phase Effects on Stress and Resilience in Female Athletes: Insights from Neuroimaging, Biomarkers, and Biometrics	
<b>Project Overview</b>	<p>This study will assess markers of stress, pre-frontal cortex activity, hormones, sleep, resilience, and physical activity across three phases of the menstrual cycle in collegiate athletes.</p> <p>Methodologies that will be employed include functional near infrared spectroscopy (fNIRS), enzyme linked immunosorbent assays (ELISAs), wearable biosensor watches, immunohistochemistry of buccal swab samples, mitochondrial activity and reactive oxygen species from peripheral blood mononuclear cells.</p>	

<b>NIH Guidelines Section</b>	N/A	
<b>Risk Assessment and Discussion</b>	Risk Group 2	
<b>Training</b>	CITI	
<b>Occupational Health Representative review (if applicable)</b>	N/A	
<b>Biosafety Level Assignment</b>	BSL2	
<b>IBC Vote</b>	All voted to Approve	
<b>Topic</b>	<b>Relevant Information</b>	<b>Discussion Notes</b>
<b>New Business/Additional Topics</b>	<ul style="list-style-type: none"> <li>• Potential to transition from Zoom meetings to Microsoft Teams to harness the improved and expanded functionality (e.g. Copilot)</li> <li>• Committee reviews points set forth by NIH regarding 6/1/25 policy update on meeting minutes</li> <li>• Committee to gather feedback from PIs and IBC members regarding initial submission form in SPARCS</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure names of committee members are not included regarding any points brought up during the meeting; committee agrees to enact this change going forward</li> <li>• Need to follow template provided by NIH, committee will look to reformat minutes</li> <li>• Pre-loading information into template would allow quicker movement through committee protocol management</li> </ul>
<b>Review of Incidents</b>	N/A	
<b>Inspections/Ongoing Oversight</b>	<ul style="list-style-type: none"> <li>• PI reached out to the IBC for assistance on making a lab space BSL certified</li> <li>• Subset of committee to help PI with guidance</li> <li>• IBC needs to determine proper certification process for establishing lab spaces as BSL certified</li> </ul>	
<b>IBC Training</b>	Committee to work towards transition of training from CITI in fall semester	
<b>Public Comments</b>	N/A	
<b>Adjournment</b>	1:30pm	