

**Commonwealth of Massachusetts
Department of Developmental Services
Research Review Committee Meeting Minutes
Date: June 3, 2022**

By Webex: Erin Brown (Chairperson), Kathleen Gallagher, Janet George, Julie Moran, Josh Greenberg, Rosalie Edes, Joseph Weru, Kimberly Maynard, Oliver Stark (observer/minutes), and Freddy Torbey (observer)

Additional Attendees: Mariah Freark, Tina Ranalli, Krishna Venkatasubramanian, Victoria Gill

Agenda Items

1. Administrative matters.
2. "Understanding a peer-support program developed for sexual assault survivors with intellectual and developmental disabilities (I/DD)," Dr. Krishna Venkatasubramanian

HOUSEKEEPING

- ☐ Chair established quorum.
- ☐ Chair welcomed new RRC members and additional attendees.
- ☐ Chair summarized requirements for approval of research proposals pursuant to 115 CMR 10.08.

Review and Vote on March 4, 2022 Meeting Minutes

Outcome

- ☐ Chair moved for a vote and a majority of present Committee members agreed to adopt the March 4, 2022 meeting minutes (new RRC members abstained).

"Understanding a peer-support program developed for sexual assault survivors with intellectual and developmental disabilities (I/DD)," Dr. Krishna Venkatasubramanian

Discussion

- ☐ RRC required explicit statement in consent form that employment is not contingent on research participation. Dr. Venkatasubramanian will update language of the three consent form documents and obtain IRB approval for modification.
- ☐ RRC asked about retention and disposal of interview recordings. Dr. Venkatasubramanian explained that after transcription is complete, recordings will be immediately destroyed, and transcripts will be kept for three years. Researchers explained that the Zoom information will not be stored on the Cloud, and will only be stored locally to ensure security and confidentiality.

Outcome

- Chair moved for a vote to approve with the condition of receiving updated consent forms. RRC members unanimously approved.

APPROVED RESEARCH

"Understanding a peer-support program developed for sexual assault survivors with intellectual and developmental disabilities (I/DD)," Dr. Krishna Venkatasubramanian

NON-APPROVED RESEARCH

None

CLOSING MATTERS

The next meeting of the Research Review Committee has been scheduled for July 1, 2022.