

## Dartmouth Medical School Medical Education Institutional Review Committee (MEIRC)

### *Overview*

The Dartmouth Medical School (DMS) has created a Committee referred to as the Medical Education Institutional Review Committee (MEIRC). The Committee reviews all projects intending to use DMS medical school students as potential subjects.

The Committee ensures the following:

- a) DMS medical students are not overburdened with requests for participation in research projects
- b) Proposed research projects are justified and have scientific merit.

The DMS MEIRC works closely with the Committee for the Protection of Human Subjects (CPHS) at Dartmouth College – a federally mandated committee with the charge of overseeing all institutional research projects involving human participants.

MEIRC is chaired by the Director of the DMS Office of Research and Innovation in Medical Education (ORIME). The members of the committee include the chair and three other individuals. Two of these individuals are faculty leaders from DMS who have experience and knowledge to evaluate medical education research projects. The fourth member of MEIRC is a voting member of the Dartmouth College Committee for the Protection of Human Subjects (CPHS).

### *Submission Process*

1. Submissions to CPHS and MEIRC will be made through the CPHS office using CPHS forms. These are available on the CPHS website at <http://www.dartmouth.edu/~cphs/>
2. For “Exempt/Expedited” studies, the principle investigator will check the box indicating “Medical students will be the subjects.”
3. After initial review of the proposal by the CPHS office, the proposal will be forwarded to the MEIRC chair.
4. The MEIRC chair will review the proposal and send a summary of the proposal (and the entire proposal) to the MEIRC committee.
5. The committee will review the proposal and the chair will collect feedback for the investigator(s).
6. Three decisions are possible.
  - a. The proposal is approved by CPHS and approved by MEIRC. The project may proceed.
  - b. The proposal is approved by MEIRC, but is rejected by CPHS (or requires revision). The project may not proceed until CPHS approval is granted.
  - c. The proposal is approved by CPHS, but is rejected (or requires revision) by MEIRC. The project may not proceed until approval is granted by MEIRC.

7. Reasons for rejection by MERIC may include, but are not limited to, the following: excessive burden of research requests to DMS students or to subsets of DMS students, timing of project does not fit with student schedule (graduation, exams, students' vacation time), conflict with other ongoing research proposals.
8. The MEIRC chair will communicate with the principle investigator about approval/rejection of the proposal; requests for more information about the proposal; and, if approved and if requested, provide information on how to access the medical student subjects (e.g., email, after class, direct mailing in student boxes).