PROCEDURES FOR IRB SUBMISSION AND DEPARTMENTAL REVIEW OF
RESEARCH PROTOCOLS INVOLVING HUMAN SUBJECTS

This document (available for download at: https://wikis.utexas.edu/display/khe/DRC+FAQs outlines the procedure for submitting research proposals involving human subjects to the Departmental Review Committee (DRC) and subsequently to the University Institutional Review Board (IRB). It is important that all individuals associated with the creation and submission of research proposals follow these guidelines. The DRC will not process the application until all the required materials are received via the process outlined below. Please notify all members of your research team of these procedures.

All New, Continuing Review, Amendments, Unanticipated Problem, and Closure applications must be submitted using the IRBaccess – Internet Submission System (this submission system as well as all required forms and directions can be accessed via the following website: https://research.utexas.edu/ors/human-subjects/irb-forms/)

Be sure to provide the following information on the web application:

- All PIs, co-PIs and key personnel must have completed training in human subjects research. The online training can be completed at https://research.utexas.edu/ors/human-subjects/training/ The certification of completion of the educational mandate is valid for 3 years.

- Under the section “Key Personnel and Other Pertinent Involved Parties”, list the following: The DRC Chair is Dr. Keryn Pasch (UTEID: kp8368).

- Under “Other Names and UT EIDs” list DRC Staff Member Coordinator Name (Jenny Ann Eskew, UTEID: je22892). NOTE: DO NOT list DRC Staff Member Coordinator Name under “Key Personnel”. Doing so will cause your submission to be delayed because you will receive a message that one or more of your Key Personnel has not completed the educational mandate.

Please know that the IRBaccess Internet Submission System does not send email notices to the DRC Chair or Staff Member Coordinator when amendment or continuing review applications are submitted. To ensure timely review, please therefore email the Staff Member Coordinator (jennyann@austin.utexas.edu) when you submit an IRB amendment or continuing review application.

Please note that the DRC Chair needs approximately ten days to review your documents. In doing so, the DRC Chair may seek outside input from those who have expertise in your subject area. Upon completion of the review, the DRC Chair will either approve the study or ask for
changes to your documents. Please read each comment carefully, revise the documents using highlighted text for any changes/additions, and then upload the revised documents on the IRB website. Be especially aware of the time that the DRC Chair needs to review everything if you need your applications forwarded to the IRB office by a specific date. If you need the review process expedited for legitimate reasons (e.g., grant funding), please contact the DRC Chair and Staff Member Coordinator as early as possible. Also, be aware that the review process may take longer at the end of the semester, during final exams, and during times when school is not in session. After the DRC Chair approves the study, your documents will automatically be sent to the main IRB office for further review. The formal approval will come from the main IRB office.