DRC FAQs

What do the acronyms **DRC** and **IRB** represent?

- **DRC**: Department Review Committee, which references the proposal approval process at the department level and is composed of department faculty.
- **IRB**: Institutional Review Board, which references the proposal approval process at the University level and is composed of faculty from across the university.

Who is the Kinesiology and Health Ed DRC chair?

Chair of the Committee, 2017-2018 and 2018-2019 Academic Years:

- Dr. Darla Castelli

How do I submit my proposal to the DRC?


**When do I need to submit my proposal, and what is the timeline for the review process by the DRC and the IRB?**

You will need to allow two weeks for DRC review and approval, and an additional two to four weeks for IRB review and approval. The IRB meets monthly, and the agenda for each meeting is set two and a half weeks before the meeting. Consequently, it is best to submit your proposal to the DRC a month and a half before the IRB meeting at which you wish your proposal to be reviewed. The current schedule of IRB meetings is published on the Office of Research Support and Compliance (ORSC) website, as well as on the KHE DRC home page.

What training do I need to complete prior to submitting a proposal?

All investigators are required to complete the Five-Part Human Participant Training available on the ORSC website.

**What are the differences between the three types of IRB proposals and how do I know which type to list mine as?**

There are three types of Human Subjects/IRB proposals:

1. **Exempt** – Low risk with adult subjects (Children cannot be subjects in exempt studies.) Categories of research falling under the Exempt classification are listed on the ORSC website.
2. **Expedited** – Low or Moderate risk. Categories of research falling under the Expedited classification are listed on the ORSC website.
3. **Full Board** – High risk. All categories of research not falling under the Exempt or Expedited classifications require a Full Board review.

How do I Contact the IRB about Human Subjects Research?

- Please always share the **study number** when checking in with the IRB office
  - Call the IRB helpline (M-F 9a-4p): **512-232-1543**
  - [List of IRB Contacts](#) (there are no longer departmental specific contacts)
  - [IRB Chatline](#) (right side of the main page)

IRB Calendar Deadlines