Completing the Required Study Proposal Document – Section 4: Procedures

In this section of the proposal document, Investigators should provide a detailed description of the study interventions and data collection procedures. Describe the research methodology and study design, and provide a step-by-step description of what will happen to the subjects enrolled in the study. Investigators should also describe the frequency and duration of each subject’s involvement in the study. If any study activities will be recorded, specify the type of recording that will take place (audio, video, or both). Other information that should be provided includes:

a. Location – Where will data collection and any other study activities take place? Identify all the sites and locations involved in the research. Investigators should indicate if they’ve already received or plan on seeking permission from research sites (e.g. school districts) to conduct the study. If the study will be in collaboration with another university or institution, identify the other sites and researchers involved.

b. Resources – What will be needed to conduct the research? Identify if there is any funding for the study, whether it be external (e.g. grants) or internal (e.g. departmental funds). If an Investigator is not receiving any funding, indicate if personal funds will be used. Also, discuss any unique training for research staff or special materials that are needed to carry out the study procedures.

c. Study Timeline – Identify the study duration beginning from the anticipated study start date to the expected end of data collection and dissemination of results. Specific dates/times aren’t necessary and Investigators can provide more general time frames, such as Fall 2016 or number of years.

To help organize the information, consider breaking down the study procedures chronologically by year or phases.

Winter Break Closure and Deadline Reminder

The Office of Research Support will be closed for winter break on December 23, 2016 and will reopen on January 2, 2017. No IRB protocol reviews will occur during this time. All expedited and exempt protocol requests received no later than November 30, 2016 will be processed by the end of business on December 22, 2016. In order for your protocol submission to meet the deadline timeframe, researchers should ensure the following:

- Submissions are complete and accurate
- All applicable research personnel have completed the human subjects AND conflict of interest training
- All applicable research personnel have submitted up to date financial interest disclosures (FID)
- Any necessary revisions requested by the IRB Program Coordinator are addressed in a timely manner

Upcoming IRB Meeting

The next Full Board Meetings are:
Monday, December 12, 2016
Monday, January 23, 2017

The respective deadlines to upload required documents are:
Wednesday, November 16, 2016
Wednesday January 4, 2017

Visit the IRB Meeting Deadlines and Dates page for the full 2016-2017 schedule.

https://research.utexas.edu/ors/human-subjects/meeting-dates-and-deadlines/
**IRB Contacts**

Have questions about the IRB process or your study status? Contact your IRB Program Coordinator.

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**Quality Improvement Visits**

The Association for the Accreditation of Human Research Protection Programs (AAHRPP) requires the IRB to conduct regular quality improvement efforts.

Researchers may be randomly selected to participate in a brief, 30-minute Quality Improvement (QI) visit to discuss an active protocol. These visits are also an opportunity for researchers to ask questions about continuing reviews, protocol changes, and any other IRB topics.

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**Want to Chat with an IRB Coordinator?**

Stop by one of the currently scheduled office hours for your department.

Department of Psychology with Kristen Crabtree:  
Mondays 10:00 AM – 11:00 AM, SEA 5.106

Department of Advertising with Megan Hammock:  
Wednesdays 9:30 AM – 10:30 AM, BMC 4.308

School of Social Work with Katharine Menke:  
Thursdays 1:30 PM – 2:30 PM, SSW 3.210

Department of Kinesiology and Health Education with William Grant:  
Thursdays 3:00 PM – 4:00 PM, BEL 718

College of Education with Peter Piliere:  
Fridays 1:00 PM – 2:00 PM, SZB 536