Ensuring a Smooth Continuing Review (CR)

There are two keys to ensuring your CR submission moves smoothly through the process:

1. Submit at least 30 days in advance of the expiration date (or 60 days for a full board study)
   
   *AND*
   
2. Submit the currently approved version of all of the required documents

Full board and expedited studies require the following for continuing review applications:

1. Continuing review submission form. Ensure that you report the total number of subjects enrolled over the life of the study (not just in the last year). Anyone who signs a consent form is considered enrolled.

2. Currently approved proposal.

3. Currently approved informed consent document(s). The most recent, approved consent document is a .pdf file that contains the IRB approval dates in the header. Upload the most recent version of all approved informed consent documents, assent documents and debriefing documents.

4. Other Materials:
   - Recruitment materials. Upload all advertisements, scripts or emails.
   - Questionnaires/Measures. These should be the actual questionnaires/measures used with the subjects.
   - Renewal letters from other IRBs. The PI must submit renewal letters from cooperating IRBs as relevant (e.g., sites where research activities are ongoing).
   - All other items used by the subject.

The next IRB Full Board meeting is August 1, 2011

The deadline to submit paper copies is July 15, 2011.

Educational Workshops

The ORS will be hosting multi-discipline educational sessions and workshops to assist you with IRB submissions. Attendees are invited to whichever part(s) of the sessions suits their needs.

The first hour of each session is a presentation. The second hour is a workshop along with a Q&A session: Investigators are encouraged to bring laptops or a printed version of the online proposal for face-to-face assistance with their submissions. Registration through TXClass is encouraged but not required. For more information and registration, visit http://www.utexas.edu/research/rsc/news/

Class & Topic: RC201 Institutional Review Board (IRB) General Processes & Human Subject Research
Date & Time: July 20th, 2011 from 9am-11am
Place: ACE 2.402

Class & Topic: RC202 Institutional Review Board (IRB) Special Topics: Surveys & Interviews
Date & Time: August 17th, 2011 from 2pm- 4pm
Place: ACE 2.402

The Office of Research Support Will Be Moving June 28 & June 29

We are pleased to announce that the Office of Research Support (ORS) is moving into new offices on June 28 and June 29. The new office is located in the Flawn Academic Center (FAC), Suite 426.

Expect delays to protocol requests and emails the week of June 27.

Our telephone and fax numbers as well as our mailing code, postal code, and website URL will remain unchanged.