How to Submit an Electronic IRB Application

An IRB application consists of five components listed in the opposing column of this newsletter. The application is submitted using the online application system known as IRBaccess.

IRBaccess is part of the UTDirect system. Please ensure that your email address in the UT Directory is complete; this is how the IRB and the ORS will communicate with you regarding the application.

When the initial application is filed, it will first be routed for preliminary review. For students, a faculty sponsor must review the application. For all researchers whose department has a Departmental Review Chair/Committee (http://www.utexas.edu/research/rsc/humansubjects/drc_listing.html), their review will be required. When the DRC has electronically signed the application, it will be considered submitted to the IRB for processing.

For more information about what types of studies require IRB review, please review the July 2011 IRBUpdate newsletter online at http://www.utexas.edu/research/rsc/human_subjects/news_archive.html.

Educational Workshop

Multi-discipline educational sessions and workshops are available to assist you with IRB submissions. The first hour of each session is a presentation; the second hour is a workshop along with a Q&A session. For more information and registration, visit http://www.utexas.edu/research/rsc/news/

Upcoming Topics:
- IRB General Processes & Human Subjects Research
- Step-by-Step: How to Write & Submit and IRB Proposal & Application
- Special Topics: Research Abroad

Components of an IRB Application

An IRB application requires five major components:

- **Training Record for the PI**
  
  It is IRB policy that all investigators complete a human subjects research training module every three years. This requires viewing a slideshow available online at http://www.utexas.edu/research/rsc/training/index.php and following directions on that page to record the date on which the PI completed the training.

- **Online Application in IRBaccess**
  
  IRBaccess is the online application system through which researchers submit to the IRB. The initial application is a six-step process that starts at https://utdirect.utexas.edu/vr/IRBapp.WBX

- **Proposal Document**
  
  The proposal document is the investigational plan that details the study for the IRB. It must be in the template format available on the IRB website at http://www.utexas.edu/research/rsc/human_subjects/forms/topics.doc

- **Informed Consent Documentation**
  
  Subjects must provide fully informed, voluntary consent to participate in a research study. This information is provided verbally and in written format. Use the appropriate IRB template available online at http://www.utexas.edu/research/rsc/human_subjects/forms.html

- **Supplemental Material**
  
  The IRB reviews all documents used or viewed by the subject. This includes recruitment materials and questionnaires or measures. Also include a copy of approval letters from any other IRBs.