Faculty Sponsors Serving as PIs for Exempt Determinations

Faculty Sponsors hold an important role in assisting students who are planning or are in the process of submitting IRB applications. They must be actively involved in the student’s research, from protocol design to data analysis and report preparation. In the event an IRB application is determined to meet criteria for Exemption from the regulations, Faculty Sponsors will be required to serve as Principal Investigators (PIs). Students should be listed as the Co-Investigator (Co-I) for administrative purposes.

An Exempt determination is valid for three years before a Continuing Review application is required. Upon Continuing Review, if the study requires closure and the student is no longer enrolled at The University of Texas at Austin, the PI on record (in this case the Faculty Sponsor) should instead submit a closure report.

ORS staff will notify both the student and Faculty Sponsor with instructions on how to proceed if a study that qualifies for an Exempt determination is submitted with the student as the PI. The Faculty Sponsor will be asked to read the following PI Assurance Statement and provide a statement in an email indicating that they have read the statement and agree to be the PI on the study:

http://www.utexas.edu/research/rsc/humansubjects/policies/section5.html#section_5_6_3

ORS staff will then update IRBaccess to reflect the current PI. After the study has been processed in IRBaccess, ORS staff will provide both the student and Faculty Sponsor with the Exempt determination letter in an email.

Do You Plan to Use the “Know Events” Calendar to Recruit?

All study recruitment procedures must be described in your IRB protocol. Please be as specific as possible when listing all formats to be used for recruiting potential subjects. Electronic advertising formats should be specific, noting the use of e-mail, blogs, Facebook, and/or the use of any online forums/websites. When applying for IRB approval, please include the use of the UT Know Events calendar and/or Know Events email as a recruitment procedure in your protocol. DO NOT post any recruitment materials without first securing prior IRB approval.