# Checklist for Submitting Your IRB Protocol

**Preliminary Steps:**

<table>
<thead>
<tr>
<th>❑ ALL investigators listed must complete two required trainings:</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ PIs</td>
</tr>
<tr>
<td>❑ Co-Pis</td>
</tr>
<tr>
<td>❑ Research Assistants</td>
</tr>
<tr>
<td>❑ Faculty Sponsors</td>
</tr>
</tbody>
</table>

Required Trainings:
- ❑ Complete CITI Human Subjects Research Training
- ❑ Complete Conflict of Interest Training

All required training modules may be found at:
http://www.utexas.edu/research/rsc/humansubjects/training/index.html

**Submission Steps:**

- ❑ Create and develop your study documents using the templates found at:
  http://www.utexas.edu/research/rsc/humansubjects/forms.html
- ❑ Research Protocol: your proposal document (use the “Required Proposal Format” template)
- ❑ Instruments: all data instruments and other materials to be distributed to and/or used with study participants (e.g., surveys, questionnaires, interview guides, etc.).
- ❑ Recruitment Materials: all flyers, e-mail scripts, verbal scripts, and other materials to be distributed to and/or used to recruit participants. For tips on participant recruitment, see this link:
  http://www.utexas.edu/research/rsc/humansubjects/special_topics/guidelines_for_advertising.html
- ❑ Informed Consent Documents: all form(s), letter(s), or script(s) containing the elements of informed consent. For consent form guidelines, see this link:
  http://www.utexas.edu/research/rsc/humansubjects/forms/consent_guidelines_for_participation.pdf
- ❑ Agreements from Outside Institutions: If you have received permission from an outside agency or organization to receive information, records, or to conduct research activities on site – please provide a letter of support. Refer to this link on the IRB website for a site letter template:
  http://www.utexas.edu/research/rsc/humansubjects/forms.html
- ❑ Complete the new study application located on the online submission system, IRB Access and upload all of the applicable study documents mentioned above. Login to IRB Access at this link:
  http://www.utexas.edu/research/rsc/humansubjects/irbaccess.html
- ❑ Click “I certify that I have uploaded all documentation required to evaluate this study.”
- ❑ Click on “Collect Signatures.”

**Post-Submission Steps:**

- ❑ For student researchers, make sure that your faculty sponsor and DRC (departmental review committee/chair) have signed and approved your submission in the IRB access system.
- ❑ Monitor your e-mail for communication from the IRB concerning your submission.

If you have questions about the submission process, you may call, email, or drop by:

**Office of Research Support**
Peter T. Flawn Academic Center (FAC), Suite 426
Hours: 8 a.m. – 5 p.m.
Phone: (512) 471-8871
Email: orsc@uts.cc.utexas.edu
Website: http://www.utexas.edu/irb