When Should I Close Out My Study?

An investigator should submit a closure report to officially close an IRB-approved protocol under the following circumstances:

- The investigator leaves The University of Texas at Austin
- The investigator is a faculty sponsor of a student who is no longer at The University of Texas at Austin.
- The investigator has completed both enrollment and data collection with no plans for future enrollment. The data has been de-identified and the research team is in the data-analysis phase.

You should NOT close the study if:

- A risk to confidentiality remains despite all research being concluded, (e.g., subjects can be identified in the data either directly or through a linking key)
- There is a possibility for future enrollment and/or data collection

The report is a very short form that summarizes the research project and should be submitted prior to the expiration date of the protocol. A direct, online submission link to the closure report is available at:

https://utdirect.utexas.edu/vr/IRBClose.WBX

The link is also available on the “Forms” section of the IRB website:

https://research.utexas.edu/ors/human-subjects/irb-forms/

Contact your IRB Program Coordinator to determine if a closure report is appropriate for your study.

Completing the Required Study Proposal Document – Section 5: Measures

In this section of the proposal, Investigators should provide a description of all the measures that will be used in the study. This includes items such as surveys, questionnaires, focus group questions, and interview guides. Be sure to clarify whether the measures described in this section are standardized, published, or designed specifically for this study. If you’ll be conducting interviews that are semi-structured in nature or do not include a pre-determined set of questions, you may include a list of topics and sample questions instead. Be sure that all the items listed and identified in this section are uploaded to IRBaccess.

Upcoming IRB Meeting

The next Full Board Meeting is:
Monday, February 27, 2017

The deadline to upload required documents is:
Wednesday February 8, 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/

Upcoming ORS Educational Sessions & Workshops

IRB 201 – IRB Intro
March 8, 2017
POB 2.404B
2:00 PM – 3:00 PM

This educational session addresses general IRB processes, background information, the levels of review, and how to submit.
Changes to Financial Conflicts of Interest Training

Effective February 6, 2017, Financial Conflicts of Interest (FCOI) training will be housed within the Financial Interest Disclosure (FID) form via the electronic submission system, eProtocol. Researchers will complete the Policy section of the FID form, which provides training regarding applicable policies, regulations, and laws for promoting objectivity in research.

This means that the FCOI training module will no longer be available through the University Compliance Services Compliance Training System (CTS). Prior CTS completion records will be maintained and researchers are not required to re-take the FCOI training until the record expires or when their FID form expires, whichever occurs first.

If you need to complete FCOI training for the first time, simply follow the instructions for submitting the FID form.

https://research.utexas.edu/ors/conflict-of-interest/financial-interest-disclosure-fid-form/

If your FCOI training record has expired and you need to re-take the training, simply follow the instructions for submitting an update to your FID form.

https://research.utexas.edu/ors/conflict-of-interest/update-your-fid-form/

IRB Contacts

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

Urme Ali
Program Coordinator
u.ali@austin.utexas.edu
512-471-8726

Kristen Crabtree
Program Coordinator
kristenac@austin.utexas.edu
512-471-6386

William Grant
Program Coordinator
william.grant@austin.utexas.edu
512-471-657

Meghan Hammock
Program Coordinator
mhammock@austin.utexas.edu
512-232-2625

Katharine Menke
Program Coordinator
katharine.menke@austin.utexas.edu
512-471-8653

Peter Piliere
Program Coordinator
peter.piliere@utexas.edu
512-232-0809

Chan Kean
Sr. Program Coordinator
QA and Education
ckean@austin.utexas.edu
512-471-6733

Holly Tieu
Manager
IRB and COI
htieu@austin.utexas.edu
coi@austin.utexas.edu
512-232-2044

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.

Want to Chat with an IRB Coordinator?

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

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