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**INTEROFFICE MEMORANDUM**

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**TO:** FACULTY IN KINESIOLOGY & HEALTH EDUCATION, GRANT STAFF,  
GRADUATE STUDENTS IN KINESIOLOGY & HEALTH EDUCATION

**FROM:** JONATHAN B DINGWELL  
CHAIR, DEPARTMENTAL REVIEW COMMITTEE  
COMMITTEE MEMBERS: BRIAN FARR, CHRIS GREEN, AND LISA GRIFFIN

**SUBJECT:** PROCEDURES FOR SUBMISSION AND DEPARTMENTAL REVIEW OF RESEARCH  
PROTOCOLS INVOLVING HUMAN SUBJECTS

**DATE:** 04/07/2011

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This document outlines the procedure for submitting research proposals involving human subjects to the Departmental Review Committee (DRC) and subsequently to the University Institutional Review Board (IRB). All the full board and expedited protocols must go through the DRC review process first before they are sent to the IRB office for review.

It is important that all individuals associated with the creation and submission of research proposals follow these guidelines. The DRC will not process the application until all the required materials are received. Please notify all members of your research team of these procedures.

This memo is also available for download at the following webpage:

<http://www.edb.utexas.edu/education/departments/khe/aboutdept/drc/>

**All proposals should be submitted in the following manner.**

1. Prepare your documents for the IRB application. Go to the following link: <<http://www.utexas.edu/research/rsc/humansubjects/forms/topics.doc>> to get the Word document "Required Proposal Format". Also please use the most updated consent form template when you are constructing the informed consent: <http://www.utexas.edu/research/rsc/humansubjects/forms.html>. Your proposal must include all consent/assent forms, test instruments, health history or activity questionnaires, site letters, standing medical orders, subject recruitment ads, etc.
  2. Construct an application package containing the following documents in the listed order (1) printout of the electronic submission summary pages, 2) research proposal (or Synopsis), 3) consent forms, and 4) all other associated documents (e.g., questionnaires, subject recruitment ads and flyers). All pages of this document must be numbered consecutively – this includes your consent form and all appendices.
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3. Create a single document containing your research proposal (or synopsis), consent forms, and all other associated documents and convert this document to PDF format (this will ensure the format of your document is preserved in the uploading process). If you do not have access to software to convert your documents to PDF, please consult with your faculty advisor or his/her administrative assistant. DRC will not provide any assistance for the PDF document conversion.
4. Complete the online IRB application, and upload your PDF file. If you have questions about the Type of Approval for which your research qualifies, review the IRB Procedural Manual – Section 6 (<http://www.utexas.edu/research/rsc/humanresearch/manual/section6.php>).
5. Be sure to provide the following information on the web application:
  - A. All PIs, co-PIs and key personnel must have completed training in human subjects research. The online training can be completed at <http://www.utexas.edu/research/rsc/training/index.php>  
  
This certification of completion of the educational mandate is valid for 3 years.
  - B. Under the section “Key Personnel and Other Pertinent Involved Parties”, list the following:
    - The DRC Chair is Jonathan B Dingwell ( UTEID = dingwell )
    - Under ‘Other Names and UT EIDs’ list Shannon Owens ( UTEID = SRO354 ). Do not list Shannon Owens under ‘key personnel’. This will cause your submission to be delayed because you will receive a message that one or more of your Key Personnel has not completed the educational mandate.
6. Provide Shannon Owens (Office: Bellmont Hall 516) with **FOUR (4) hard copies of your proposal document (electronic submission summary page, synopsis, informed consent, and all appendices)**. Please observe that the DRC review process will NOT start until the required number of hard copies are submitted to Shannon. NOTE: Only three copies will be required if a co-investigator named on the study is also a member of the DRC. 2010-2011 members are Jonathan Dingwell, Brian Farr, Christine Green, and Lisa Griffin. Please see the DRC webpage for the most current listing of DRC members:

<http://www.edb.utexas.edu/education/departments/khe/aboutdept/drc/>

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7. The submission of hard copies are not required if the application falls under the following categories:
  - A. Amendments and Continuing Reviews will be handled electronically. Amended documents will be reviewed online at the IRB website by the DRC Chair, thus no hard copies are required unless you receive a request from the DRC. Be sure to describe the changes/modifications that are requested under the “Explain” section on the electronic submission page.
  - B. Exempt Category Proposals will be handled electronically by the DRC Chair. These proposals will be reviewed online at the IRB website, thus no hard copies are required unless you receive a request from the DRC.
8. Submit your IRB application (be sure to click on “collect signatures”). Upon receiving the 4 copies of your proposal containing all the associated documents, Shannon will distribute the IRB documents to the DRC for review. Both the electronic application and receipt of the hard copies of the proposal must be completed for the DRC review to take place.
9. Note that the DRC needs approximately 2 - 3 weeks to complete the review process. *Be especially aware of this if you are applying for Full Board Review and need your applications forwarded to the IRB office by a specific date.* If you need the review process expedited for “legitimate” reasons (e.g., grant funding), please contact Dr. Dingwell as early as possible.
10. Upon completion of the DRC review, Dr. Dingwell will e-mail the applicant with the reviewers’ comments compiled. Please review each comment carefully, provide responses to the comments, revise the documents, upload the revised documents on the IRB website, and inform Dr. Dingwell.
11. The DRC approval will then be sent to the main IRB office for further review. If your application falls under the “full committee” review, 20 hard copies of the entire application (new application revised based on the DRC comments) must be delivered to the main IRB office after the DRC approval. The formal approval will come from the main IRB office.

Please see the DRC webpage:

<http://www.edb.utexas.edu/education/departments/khe/aboutdept/drc/>

for procedure updates, DRC news and FAQs. Please let me (jdingwell@mail.utexas.edu) or Shannon Owens (srowens@mail.utexas.edu) know if you feel the DRC site and/or this memo do not adequately address any questions or concerns you may have about DRC procedure.

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Depending on the nature of your research, you may be interested in reviewing some of the new and updated policy statements from the IRB:

**TO DO RESEARCH PROJECTS IN CLASSES,**

go to <http://www.utexas.edu/research/rsc/humanresearch/forms/index.php> to obtain relevant forms:

Class Project Review Form (PDF)

Class Project Review Form Instruction Sheet (Word)

**SPECIAL TOPICS INCLUDE:**

go to [http://www.utexas.edu/research/rsc/humanresearch/special\\_topics/index.php](http://www.utexas.edu/research/rsc/humanresearch/special_topics/index.php) for complete text.

- **Human subjects marketing research is classified into three categories:**
    - I. Marketing research does not require IRB review when...
    - II. Marketing Class Projects ...
    - III. Marketing Research that requires IRB review ...
  - **Public and / or published datasets not subject to Human Subjects Review:** (see if your dataset qualifies)
  - **Program Evaluation & Human Subjects Research**
  - **Oral History**
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