Curriculum & Instruction Researchers Only

Are you ready to submit your electronic IRB application?

Amendment & Continuing Review IRB Studies

- ☐ Complete the on-line application
  - ☐ Check your Faculty sponsor's name & UTEID
    You must submit an Amendment to change the Faculty Sponsor (prior to submitting your Continuing Review application) if anyone other than your current sponsor is listed as Faculty Sponsor on your Continuing Review.
  - ☐ Check the DRC Chair's name & UTEID
    Dr. Barufaldi's UTEID (jpb232) is the C&I DRC Chair. You must submit an Amendment to change the DRC Chair to Dr. Barufaldi (prior to submitting your Continuing Review application) if anyone other than Dr. Barufaldi is listed as DRC Chair on your Continuing Review.
  - ☐ Check to make sure your department representative Gail Seale's name & UTEID are included on your IRB Study, Amendment, or Continuing Review. She is also known as the Coordinator of Human Subjects Research and Research Assistant/Project Coordinator.
    - ☐ You must add Gail (sealevg) to your Amendment or submit an Amendment to add Gail to your study prior to submitting your Continuing Review application. You do this by checking #9 Other and writing your request for Gail Seale (sealevg) to be added to your study as a Research Assistant/Project Coordinator.
- ☐ Contact your departmental representative, Gail Seale (gails@mail.utexas.edu), to inform her of your Amendment or Continuing Review submission(s).
- ☐ <u>Student researchers only</u>: Has your Faculty Sponsor approved your study?
  If so, proceed to the next step.
  If not, wait for your Faculty Sponsor's (electronic) approval before proceeding.
- ☐ Have all of the above check boxes been checked off?
  If so, you are now ready to electronically submit your proposal to the DRC Chair by clicking on the "Collect Signatures" button. If not, walk back through the above steps to make sure you haven't skipped anything.

Notes: