

Curriculum & Instruction Researchers Only

Are you ready to submit your electronic IRB application?

New IRB Study

- Complete all training requirements if you have not already done so
- Complete the on-line application
 - Enter your Faculty sponsor's UTEID – Application page 2, #2
 - Enter Dr. Barufaldi's UTEID (jpb232) – Application page 2, #3
 - Enter Gail Seale's UTEID (sealevg) – Application page 2, #4
 - Click the "Collect Signatures" button to submit your study – Application page 6
- All researchers: Check the status of your electronically submitted IRB Proposal. Has your Co-Investigator(s) certified involvement & updated their IRB training?
 - If so, proceed to the next step. Faculty researchers can skip to the next "All researchers" step.
 - If not, wait for your Co-Investigator(s) to electronically certify their involvement & to update their IRB training before proceeding to the next step.
- Student researchers only: 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.
- All researchers: Print one paper copy of the electronic application summary, electronic application, proposal, and any additional documentation that was uploaded to the electronic application (consent forms, approval letters, etc.) and turn them in to Gail Seale (SZB 340) for DRC review.
 - Did you remember to check the printed copy of the application to make sure your check-boxes & radio buttons printed? Please manually add the answers for these items if the check-boxes and radio buttons did not print.
- Check the status of your electronically submitted IRB Proposal. Has the DRC Chair electronically approved your study?
 - If "Approved": proceed to the next step.
 - If "Not Approved": You should receive an email from the DRC Chair stating that your study needs revision.
 - See Gail Seal in SZB 406 to view the needed revisions. The proposal copy with the DRC reviewer handwritten comments must remain in the department office. You will need to copy (by hand) the revisions onto a blank copy of your proposal (provided by Gail).
 - Make the requested revisions on your electronic application and upload any edited attachments (proposal, consent forms, etc.).
 - Click the "Collect Signatures" button to re-submit your study.
- Have all of the above check boxes been checked off?
 - If so, you are now ready to submit your proposal to the UT IRB by clicking on the "Collect Signatures" button on your electronic application one last time.
 - If not, walk back through the above steps to make sure you haven't skipped anything.

