

IRB Submission Process and Materials Needed

The IRB Submission process is now completely online. No hard copies are needed.

Proposals are submitted via email and all supporting documents can be submitted electronically to the IRB Chair directly during the submission process. Please see **Timing of the IRB Review Process** for submission deadlines.

Before submitting your proposal, you need to determine the appropriate type of review:

- Exempt
- Expedited
- Full

Complete explanations of all three types of review can be found in the **“Levels of Human Subjects Research Review”** section.

During the electronic submission process, you will be asked to include supporting documentation, including the following (if relevant to your proposal):

- Documentation (e.g., certification numbers) that the PI and any individuals involved in the study have completed the required training on the protection of human subjects (i.e., the NIH training course, CITI Program training course, or a comparable program). If your proposed research falls in the full or expedited review category and you do not have such training, please complete CITI Program’s online “Social-Behavioral-Educational (SBE) Basic” course prior to submitting your proposal to IRB.
- Prior approval of the same or similar research by the Huston-Tillotson University IRB.
- Prior approval of the same or similar research by another institution’s IRB.
- Evidence of internal funding from HT for the proposed research.
- Grant application(s) that include the proposed research.
- For student investigators, a letter of support from the supervising faculty member.
- Letters of support or permission relevant to data collection from off campus sites.
- A summary of the aims of the research and applicable previous work.
- A summary of the research design.
- A summary of the participant recruitment plan, including copies of any advertisements and/or recruitment e-mails.
- Informed consent documents (ICD).
- All materials and procedures.
- Debriefing documents and procedures
- Summary of the data management plan.

To view the IRB submission form for **New Proposals**, click on the sidebar titled **“HT IRB Application and Instructions”** and **“HT IRB Required Proposal Format”** When you are ready to begin the submission process for a new proposal, submit your documents to the IRB Chair at cmcervantes@htu.edu