

Committee for the Protection of Human Subjects

Your project may require IRB review by the Committee for the Protection of Human Subjects (CPHS) and/or other UTHealth institutional review committees, such as the Institutional Biosafety Committee (IBC). For help determining which institutional reviews are necessary for your project, please refer to the [Research Compliance Guide](#).

Projects requiring IRB approval from the Committee for Protection of Human Subjects (CPHS) are submitted in the [iRIS online system](#). If you have questions if your proposal requires IRB submission, please contact CPHS at (713) 500-7943 or SPHStudentResearch@uth.tmc.edu

If your proposal requires IRB review by the Committee for the Protection of Human Subjects, see below instructions.

1. Log in to [iRIS](#) with your UTHealth username and password
2. Click on “Add a New Study.” If you cannot see “Add a New Study,” you might need to click on the “Compatibility view” button on your browser (located to the right of the URL).
3. When completing your application:
 - a) Add an SPH “Department” to question #2 (typically, this should be your Department or campus)
 - b) List your name as PI/student
 - c) List one SPH committee member as “Faculty Advisor” (only list them here, not as “Co-Investigator”)
 - d) Add Patricia Salas as an additional “Study Contact” (this action will forward a copy of your IRB approval letter to our office)
 - e) “Department” signature person in iRIS is NOT required for CE/Thesis/Dissertation proposals. If your application is for an independent research study (i.e., not for a CE/Thesis/Dissertation), then you should add a Department Chair for signature.
4. After the application questions have been answered, you must attach your proposal and other items to the iRIS submission packet (most of them under “Study Documents”). Your iRIS submission should include the following attachments:
 - _____ Student Proposal Cover Sheet (*Cover sheet must be signed by committee members*)
 - _____ CITI training certificate (see CITI instructions under the proposal submission tab)
 - _____ Authorship, Publication Plan & Data Ownership
 - _____ Data Handling Procedures (indicate “Not Applicable” if you are not using existing data)

- _____ Your proposal (referred to as “*protocol*” in iRIS)
- _____ Letter of Permission from owner of data (*if applicable*)
- _____ Copy of outside IRB approval letter (*if applicable*)
- _____ Your CV or resume
- _____ Survey instruments (if you are doing Primary data collection); Letters of Information/ Consent Forms (for Primary data collection. Make sure to attach in the “Informed Consent” section of the submission); Letters of Support; Recruitment materials (*if applicable*); Grant application (*if applicable*).

5. When completed, “Send” the submission through iRIS, making sure to apply your electronic signature (username and password)

For technical assistance, call the iRIS Helpline at 713-500-7960.

- Allow approximately 3 weeks for exempt or expedited review; allow approximately 4 weeks or more for subcommittee/full review.
- You MUST be able to access your UTHHealth email account to receive notifications and approval through iRIS. For assistance contact the UTHSC Helpdesk at 713-500-4848.
- Stipulations must be addressed to the CPHS within the iRIS system.
- After the IRB approves your study, you will receive an approval letter from the Student Research Team, provided your proposal and all proposal items has also been submitted to the Office of Academic Affairs and Student Services.
- Changes to your study must be submitted to CPHS via a Change Request/Amendment form in iRIS, and a copy of the changes as well as the letter of approval of changes must be forwarded to SPHStudentResearch@uth.tmc.edu.
- Expedited review and Subcommittee review studies are required to submit a Continuing Review form annually in iRIS.
- At the completion of your study, you must close the study by submitting a “Study Closure Report” in iRIS.