

# A Short Guide to IRB Submission

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## 1. Complete Requisite Trainings:

### a. CITI TRAINING

- i. Go to <http://research.utsa.edu/research-funding/> under the “IRB Training & Development” tab, review the “UTSA Instructions for CITI training Part 1,” click on the button that says “Log in via SSO.”
- ii. Use the drop-down menu to find UTSA and log in with your *abc123*.
- iii. Complete either the “Biomedical Research Course” or the “Social/Behavioral Research Course.” *Do not take the “Responsible Conduct of Research Course” as it will not count.*

### b. CONFLICT OF INTEREST (COI) TRAINING AND DISCLOSURE

- i. Go to <http://reeves2.it.utsa.edu/research-funding/conflict-of-interest/>.
- ii. Under Procedures, click on “[Training \(New requirement as of May 24, 2014\)](#).” read and follow the instructions. Once training has been completed, submit a COI disclosure.
- iii. NOTE for Students: If you do not work at UTSA, please contact Javier Garcia at 458-4233 or [Javier.garcia@utsa.edu](mailto:Javier.garcia@utsa.edu) for a change to your status so that you can submit the required COI disclosure.

## 2. Go to <http://research.utsa.edu/research-funding/forms-policies-guidelines/> and download the following forms:

- a. Initial Review Application (HRP-200)
- b. Research Personnel (HRP-201)
- c. Consent (HRP-500) **or** Information Sheet (HRP-501)
- d. Protocol (HRP-504)

## 3. Complete all forms and submit the completed MS Word editable format documents to [irb@utsa.edu](mailto:irb@utsa.edu). Include any data collection forms (e.g., surveys, questionnaires, interview guides, etc.) and recruitment materials that will be used.

**NOTE:** All documents must be editable, except for published validated instruments which may be submitted in pdf format.