Human Subjects Office (HSO)/Institutional Review Board (IRB)

IOWA

UI Institutional Review Boards

The Institutional Review Board (IRB) is an independent, autonomous, ethical review committee that oversees human subjects research conducted by UI faculty, staff and students. The UI IRBs include:

- IRB-01 (biomedical research)
- IRB-02 (social/behavioral/educational research)
- IRB-03 (research at VA Health Care System)
- IRB-04 (research funded by Department of Defense) - currently inactive

Researchers select an IRB based on the department in which they conduct their research.

The UI IRB may enter into reliance agreements for UI investigators to rely on a commercial or academic IRB, or for external investigators to rely on the UI IRB. This is called a single, central or external IRB model.

Human Subjects Office

The Human Subjects Office (HSO) is the administrative office for the IRB and the UI Human Research Protection Program (HRPP).

HSO staff review HawkIRB applications, conduct compliance monitoring and provide educational guidance and resources. HSO staff provide support for ClinicalTrials.gov registration and reporting and provide guidance and oversight for the use of a Single, Central or External IRB model. The HSO also includes the Conflict of Interest in Research Office.

IRB Educational Resources Galore

Resource	Description	Location
Researcher Handbook	Electronic roadmap to navigate the complex UI research environment	Link at top of HSO website
Research Navigation Tool for New Faculty and Research Scientists	A collaborative effort of 9 UI units/offices for onboarding for new UI faculty and research scientists	Resources for Faculty & Staff on HSO website
UI IRB Standard Operating Procedures and Researcher Guide	Reference document for UI IRB policies and procedures and guidance for researchers	Link on left menu bar on HSO website
eResearch Application System – HawkIRB	An electronic application system that ensures compliance with federal regulations and institutional policies. Integrated with UI Human Research Protection Program (HRPP) units.	Link on left menu bar on HSO website
HawkIRB Trainings	Learn to navigate in the eResearch system and prepare forms for IRB approval	Education and Training page of HSO website
IRB ICON Course for Researchers	A collection of resources available to anyone with a HawkID; includes: • HawkIRB training recordings • Core Course with a certificate	Portal on the Education and Training page of HSO website
IRB Office Hours	Drop-in, no appointment necessary. Spring/Fall (twice a week); Summer (once a week)	Education and Training page of HSO website
IRB Connection Newsletter	Covers topics related to human subjects research.	Education and Training page of HSO website
Class and Small Group Presentations	A standard IRB overview presentation or tailor a lecture to meet the needs of the students/group	Education and Training page of HSO website
Human Subjects Research: An Overview for Researchers	Provides a general overview of UI IRB structure and approval/training requirements	Education and Training page of HSO website
Faculty Advisor Responsibilities	Outlines FA responsibility for overseeing research conducted by student PIs	Resources for Faculty & Staff on HSO website
Course-Related Student Project Policy and Checklist	Allows research methods course instructors to assign a research project for learning purposes that does not require IRB approval	Resources for Faculty & Staff on HSO website
Glossary of Terms and Acronyms	Defines common acronyms and terms for UI human subjects research	Top of HSO and other Research Administration unit websites
Support for Single, Central and External IRB Model	Guidance for establishing reliance agreements for lead or relying sites for federally funded, multi-site research and industry-sponsored research	Central & External IRBs (Single IRB of Record) page of HSO website
Support for Clinical Trials Registration and Reporting	Guidance for registration and results reporting for applicable clinical trials (ACT)	ClinicalTrials.gov page of HSO website
PI Transfer / Departure Checklist	Separate checklists for funded research or internal, departmental or unfunded research	Division of Sponsored Programs website

eResearch Application System

HawkIRB

HawkIRB is a homegrown eResearch application system. People with a HawkID can click the icon at the top of the menu bar on the Human Subjects Office website to access this system. Use the following features/resources to prepare HawkIRB applications:

- Help Messages associated with most questions
- Carousel index with links to (1) What you need to start, and (2) Why the IRB needs this information
- Workflow communication during IRB review process
- All forms for submission plus a mechanism to check the status of other HRPP committee reviews

Human Subjects Protection Training

All UI researchers must complete a one-time, human subjects protection (HSP) training in the CITI Program.

CITI PROGRAM

See instructions to complete the correct training:

#9 - if never completed HSP training in CITI Program

#14 – if completed HSP training in CITI Program at a previous institution

Other trainings available : Responsible Conduct of Research (RCR), Good Clinical Practice (GCP), HSP Training Refresher, VA HSP Training and Refresher, and Export Controls.