

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

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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 serves as the hub for the UI Human Research Protection Program (HRPP).

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


IRB Educational Resources Galore

| Resource | Description | Location |
|---|--|--|
| Researcher Handbook | Electronic roadmap to navigate the complex UI research environment | Link at top of HSO website |
| New Faculty/Staff Researcher Survey | A collaborative effort of 9 UI units/offices for onboarding for new UI faculty and staff researchers | 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: <ul style="list-style-type: none"> • 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 is a homegrown eResearch application system. The icon at the top of the Human Subjects Office website is the link to this system. Use the following features/resources to prepare HawkIRB applications:

- Help Messages  associated with most questions in HawkIRB forms
- Carousel index with links to (1) What you need to start and (2) Why the IRB needs this information
- Workflow for communication during the IRB review process
- Provides forms and a mechanism to check 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.



See instructions to complete the correct training:

#9 - Have never completed CITI Program training

#14 – Have completed training in the 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.