## HawkIRB Session Details

<table>
<thead>
<tr>
<th>How to Complete a HawkIRB New Project Application</th>
<th>Available Dates</th>
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</table>
| This two-part training provides an overview of the HawkIRB New Project Application, including guidance to assist you in responding to many of the questions in the form. | Part 1  
Monday, February 3, 2020  
1:00 PM – 2:30 PM  
Hardin Information Commons EAST  
Tuesday, March 3, 2020  
9:00 AM – 10:30 AM  
Hardin Information Commons EAST  
Wednesday, April 8, 2020  
1:00 PM – 2:30 PM  
Hardin Information Commons EAST  
Thursday, May 7, 2020  
9:00 AM – 10:30 AM  
Hardin Information Commons EAST  |
| Part 1 includes:  
• Overview of the HawkIRB system and the IRB review process  
• Sections I-VI of the form  | Part 2  
Friday, February 14, 2020  
9:00 AM – 10:30 AM  
Hardin Information Commons EAST  
Thursday, March 12, 2020  
1:00 PM – 2:30 PM  
Hardin Information Commons EAST  
Monday, April 13, 2020  
10:00 AM – 11:30 AM  
Hardin Information Commons EAST  
Monday, May 11, 2020  
1:00 PM – 2:30 PM  
Hardin Information Commons EAST  |
| Part 2 covers  
• Sections VII-XII of the form  
• Attachments  
• Workflow  | |

## How to Complete HawkIRB Modifications, Continuing Reviews, Reportable Event Forms (REFs), and Project Closure Forms  
This training session provides an overview of the forms that may need to be submitted to the IRB after approval of a study, including:  
• Continuing Review Form  
• Modification Form  
• Reportable Event Form  
• Project Closure Form  |

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| This training session provides an overview of the forms that may need to be submitted to the IRB after approval of a study, including:  
• Continuing Review Form  
• Modification Form  
• Reportable Event Form  
• Project Closure Form  | Monday, February 17, 2020  
1:30 PM – 3:00 PM  
HP Smith Conference Room (W256 General Hospital), UIHC  
Wednesday, March 25, 2020  
10:30 AM – 12:00 PM  
HP Smith Conference Room (W256 General Hospital), UIHC  
Tuesday, April 21, 2020  
1:00 PM – 2:30 PM  
HP Smith Conference Room (W256 General Hospital), UIHC  
Monday, May 18, 2020  
10:00 AM – 11:30 AM  
HP Smith Conference Room (W256 General Hospital), UIHC  |

**Note:** We recommend attending the New Project sessions before attending this session.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>HawkIRB Training - External IRB</strong></td>
<td>Friday, February 28, 2020 10:00 AM - 11:30 AM</td>
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<td>Researchers must submit a HawkIRB application even when the project is overseen by another IRB. This training provides an orientation to the HawkIRB New Project form and the University of Iowa review process for studies that have an external IRB of record. When there is an external IRB, the HawkIRB form collects basic information to ensure compliance with institutional policies and procedures and state regulations. Even if you have already filled out an external HawkIRB application, this presentation may provide guidance that will be useful for your next one.</td>
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<td>Monday, March 30, 2020 1:00 PM - 2:30 PM</td>
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<td>Thursday, April 30, 2020 10:00 AM – 11:30 AM</td>
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<td>Tuesday, May 26, 2020 1:00 PM – 2:30 PM</td>
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NOTE: This presentation does not cover Western IRB (WIRB) or the National Central Institute Cancer IRB (NCI CIRB).