# HawkIRB Session Details

<table>
<thead>
<tr>
<th>Session</th>
<th>Available Dates</th>
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| **How to Complete a HawkIRB New Project Application**                  | **Part 1**  
Wednesday, June 9, 2021  
9:30 AM – 11:00 AM  
Zoom  
Thursday, July 8, 2021  
2:00 PM – 3:30 PM  
Zoom  
Tuesday, August 3, 2021  
12:30 PM – 2:00 PM  
Zoom  
Thursday, August 12, 2021  
10:30 AM – 12:00 PM  
Zoom  
**Part 2**  
Tuesday, June 15, 2021  
12:30 PM – 2:00 PM  
Zoom  
Wednesday, July 14, 2021  
10:30 AM – 12:00 PM  
Zoom  
Thursday, August 5, 2021  
10:30 AM – 12:00 PM  
Zoom  
Wednesday, August 18, 2021  
12:30 PM – 2:00 PM  
Zoom |
| **Part 1**  
• Overview of the HawkIRB system and the IRB review process  
• Sections I-VI of the form |
| **Part 2**  
• Sections VII-XII of the form  
• Attachments |
| **Forms Submitted After IRB Approval – Modification, Continuing Review, Reportable Event Forms (REFs), and Project Close Forms** | **Friday, June 25, 2021**  
10:30 AM – 12:00 PM  
Zoom  
**Tuesday, July 20, 2021**  
12:30 PM – 2:00 PM  
Zoom |
| **Part 1**  
• Continuing Review Form  
• Modification Form  
• Reportable Event Form  
• Project Closure Form |
| **Part 2**  
**Note:** We strongly recommend attending the New Project sessions before attending this session. |

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**HawkIRB Submissions for the Single IRB Model – Form submission for Lead and Relying Sites**

In the Single IRB (sIRB) model, one IRB oversees research at multiple study sites. The UI IRB could serve as the Lead IRB or rely on another IRB to oversee UI research activities. **UI researchers must still 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 use the single IRB model.

- When the UI IRB is the Lead IRB, HawkIRB collects information about research activities at all study sites that are relying on the UI IRB.
- When the UI IRB relies on an external IRB, the HawkIRB form collects basic information to ensure compliance with institutional policies and procedures and state regulations.

This presentation may provide useful information even if you have filled out a previous HawkIRB application for the sIRB model.

**Note:** This presentation does not cover Western IRB (WIRB) or the National Central Institute Cancer IRB (NCI CIRB). Refer to these web pages for additional guidance on preparing submissions for commercial/external IRBs.

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<tr>
<td><strong>HawkIRB Submissions for the Single IRB Model – Form submission for Lead and Relying Sites</strong></td>
<td>Monday, June 28, 2021 12:30 PM - 2:00 PM Zoom</td>
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<td></td>
<td>Friday, July 30, 2021 10:30 AM - 12:00 PM Zoom</td>
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