



**TEXAS WOMAN'S**  
UNIVERSITY™

# Institutional Review Board (IRB) Information Session/Workshop

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<https://twu.edu/institutional-review-board-irb/>

# Institutional Review Board (IRB)

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It is the policy of Texas Woman's University (TWU) that all research conducted by any TWU faculty member, staff member, or student using human subjects must have prior approval from a TWU Institutional Review Board (IRB) before the research is initiated.

The purpose of the IRB is to protect the rights and welfare of research subjects and to ensure that such research is conducted in full compliance with both the letter and the spirit of applicable regulations.

The TWU IRB operates under the following governances: Federalwide Project Assurance # FWA00000178, TWU University Policy 1.15 Human Subjects in Research, and TWU IRB Procedures – December 2014.

# IRB Review

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Only RESEARCH involving HUMAN SUBJECTS must be reviewed by the IRB.

- *Research* is a systematic investigation designed to test hypotheses, evaluate programs, draw conclusions, or contribute to generalizable knowledge.
- *Human subjects* in research are living individuals about whom investigators (professionals or students) conducting research obtain (1) data through intervention or interaction with individuals, or (2) identifiable private information.

# Website

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Please visit our website: <https://twu.edu/institutional-review-board-irb/> where you can find information on:

- Basic IRB Process
- IRB Procedures & Policy
- Levels of Review
- Applications Forms
- Request Forms for Approved Studies
- Consent Form Guidelines and Samples
- Human Subjects Training Requirements

# Categories of Review

## Brief Explanation:

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- *Exempt* – little-to-no risks; ex: online, anonymous surveys
- *Expedited* – minimal risks; ex: interviews
- *Full Review* – more than minimal risks; ex: studies that ask very personal questions or involve physical risks

If you are unsure of the level of review under which your study falls, we will be glad to help you!

# IRB Process

What happens after you submit an application...

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- *Receipt notification email* – You receive a protocol number, and your application is sent out for review. We start reviewing it as soon as possible and look to see if everything fits within the Federal & TWU regulations
- *More Information Letter (if necessary)* – we need more information before we can approve it; you'll revise and resubmit
- *Exemption Notification (if appropriate)* – the study involved little-to-no risks and we don't need additional information, so you're good to move forward
- *Approval Letter (when appropriate)* – you provided all of the information we need and/or revised the application packet so that everything fits within the regulations so you're ready to move forward

# Who is actually reviewing the applications?

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The IRB is made up of volunteer faculty and community members representing various backgrounds.

- We are not here to be a road block (even if it might feel like it)
- We are here to work with you to protect the research participants
- We want to work together to build a community of compliance
- We are here to help you find ways to conduct your research AND stay within the Federal Regulations to protect participants as much as possible from potential harm
- Timing – remember, build into your protocol agenda the time it takes for a proper IRB review (be realistic; give yourself some wiggle room)

# Our Questions for You

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When are the best times to hold these workshops? (Days? Times?)

What would be the best format?

Would topic-specific workshops be more helpful?

What topics would you like us to cover?

Would you prefer us to present at your departmental meetings?

Do you want sessions for students only? For faculty only?

In a computer lab, or a room with work space?

Is there anything that you would like to see on the website that isn't there?

Are you able to find everything on our website? Should information on the website be moved to a better location?

What would help you the most?

Is there anything else we can do to help you go through the IRB process more smoothly?

# Your Questions for Us

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We're open to your questions!

Do you have specific questions about any of the information provided?

Do you have specific questions about your current or impending research projects?

You may also call or email us if you think of questions later on.



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# Contact Us:

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Office of Research & Sponsored Programs

Institutional Review Board (IRB)

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Dallas & Denton IRB Coordinator:

Sandy Owens: [irb@twu.edu](mailto:irb@twu.edu) | 940-898-3378

Questions for the Chair or Co-chair:

Chair: Rhonda Buckley, PhD: [rbuckley@twu.edu](mailto:rbuckley@twu.edu)

Co-Chair: David Nichols, PhD: [dnichols@twu.edu](mailto:dnichols@twu.edu)