

A Few Tips for Successful TDH IRB Applications

1. Read and Follow the all directions; Review prior to submission to ensure everything is completed and consistent.
2. Please include the current IRB approval letter from your home institution if you have an IRB at your resident (employer/academic home) institution. It is required and will save time in the processing of your application for TDH IRB approval.
3. Make sure all your procedures are clearly stated. Have someone outside your field of study review your application and materials to make sure it can be understood and is clearly written.
4. Ensure all personnel involved with the study have CITI training and that it is current (within 3 years), or your approval will be delayed for study until all required training is completed. The CITI training must be one of the following: 1) Social Behavioral; 2) Biomedical; or 3) Research with Specimens or Data ONLY.
5. Make sure your application has all the needed signatures or it will be returned.
6. Make sure all your surveys or questionnaires are with the application.
7. Make sure your numbers (i.e., sample size), compensation, time commitment, and protocols are consistent across all the documents in the application.
8. Explain any study jargon or acronyms used in the application documentation. IRB reviewers include non-scientific members and everyone should be able to understand your application to avoid unnecessary delays in the approval process.
9. If you are using ads or flyers for recruitment, make sure they contain all of the following: That they are being asked to participate in research, the name and institution of the researcher, purpose of the research, inclusion or exclusion criteria, brief statement of procedures, time commitment, compensation, location of research and contact number, or UCCS email. Do not emphasize (bold, underline, etc.) to any financial benefit as incentives for participants.
10. State risks and benefits to the participants clearly and completely – do not understate the risks.
11. If you need a letter(s) of access to a special population or data outside the TDH IRB data steward data approval process make sure it is submitted with the application- it will be requested and your approval may be delayed.

12. Make sure all the elements of consent are there and they are clearly written; if you are using consents that are commonly or broadly used for the same purpose as your study – include those consent documents.
13. State whether you will be requesting a waiver of consent and ensure all consent or assent documents are written at the level for which it is intended. Consents documents should be written at the 8th grade level so be clear use short words and short sentences