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**Instructions for submitting the CE/Thesis/Dissertation Proposal**

All student CE/thesis/dissertation proposals must be **submitted** to the **UTSPH Office of Research** (RAS W-210) for review and **approval** by the **Associate Dean for Research**. In addition, your project may also require review by the **UT Committee for Protection of Human Subjects** **(UTHSC IRB)**, another institution’s IRB, and/or other institutional review committees such as the Institutional Biosafety Committee. For guidance in determining which institutional reviews are necessary for your project, please refer to the [Research Compliance Guide](https://sph.uth.edu/content/uploads/2013/08/RESEARCH-COMPLIANCE_2013.pdf).

After your CE/Thesis/Dissertation **committee members** have approved your proposal and **signed** the proposal cover sheet and other required forms, you may submit your proposal to the **UTSPH Office of Research** (via hard copy), and if needed, to the **UTHSC IRB** (via online application in IRIS). Proposals can be submitted concurrently to both offices for review.

Submission and Approval **deadlines** must be met for the semester in which you intend to graduate. Deadlines are found [here](https://sph.uth.edu/research/student-research/important-dates-for-the-cethesisdissertation/) and also on the [Planning to Graduate](https://sph.uth.edu/current-students/planning-to-graduate/) page. Submission instructions follow:

Submit your proposal to the UTSPH Office of Research:

1. ALL STUDENTS: Submit a printed copy of your **proposal** along with the following completed, printed, and signed **forms** to Rebecca Novak in the Office of Research (see below for our mailing address and specific instructions for Regional campus, out-of-town, and Houston campus students):

\_\_\_\_Student Proposal Cover Sheet

\_\_\_\_ Data Ownership and Author/Publication Plan

\_\_\_\_Student Research Approvals Document

\_\_\_\_ CITI training certificate

1. If you plan to use/analyze/borrow existing data, please also include the following forms and documents:

\_\_\_\_Data handling form

\_\_\_\_Letter of Permission from owner of data (if data are not publicly available)

\_\_\_\_Copy of IRB approval letter (if applicable), which may include:

1. Copy of parentstudy’s CPHS or outside IRB approval letter;
2. Copy of CPHS approval letter showing the student has been *added* to a UTHSC Faculty member’s study; or
3. CPHS approval/Exemption letter in the student’s name
4. ALL STUDENTS: Finally, attach the forms and required documentation to the front of your proposal:

\_\_\_\_Your proposal

* **Houston students**: submit your proposal and signed forms directly to Rebecca Novak, Office of Research, **RAS W-210**, or Rebecca Novak/Office of Research mailbox, **RAS E-217**.
* **Regional campus students: s**ubmit a printed copy of your proposal and signed forms to your Regional campus Student Affairs staff person, who will overnight the hard copy to Rebecca Novak in the Office of Research.
* **Out of town students:** please mail a printed copy of your proposal and signed forms to Rebecca Novak in the Office of Research (address below). Alternately, your documents may be submitted by a committee member in Houston or a Regional campus (see instructions above). However, it is the student’s responsibility to coordinate the submission of his/her proposal to the Office of Research.
* **Students with committee members located at a different campus**: Students may obtain scanned or faxed signatures from committee members who are located at a different campus or who are otherwise unavailable (e.g. traveling) to provide an original signature. However, paper copies of these documents (e.g. not PDFs) must be submitted to the Office of Research. In addition, all proposals require a cover page with the student’s original signature.

Mailing address:

Rebecca Novak

UT School of Public Health

Office of Research

RAS W-210

Houston, TX 77030

1. ALL STUDENTS: In addition to your printed proposal and forms, please **email an electronic copy** **of just your proposal** (without forms) to: [Rebecca.Novak@uth.tmc.edu](mailto:Rebecca.Novak@uth.tmc.edu)

Questions regarding procedures or forms should be addressed to Rebecca Novak at (713) 500-9055 or [Rebecca.Novak@uth.tmc.edu](mailto:Rebecca.Novak@uth.tmc.edu)

If applicable, submit your proposal to CPHS (UTHSC IRB) in iRIS:

Projects requiring IRB approval from the UTHSC Committee for Protection of Human Subjects (CPHS) are submitted in the [iRIS online system](http://www.uthouston.edu/cphs/for-researchers/basic-iris.htm). See the [Research Compliance Guide](https://sph.uth.edu/content/uploads/2013/08/RESEARCH-COMPLIANCE_2013.pdf) to determine if your proposal requires submission in iRIS, or contact CPHS at (713) 500-7943, or Rebecca Novak in the SPH Office of Research at (713) 500-9055 [Rebecca.Novak@uth.tmc.edu](mailto:Rebecca.Novak@uth.tmc.edu)

1. Log in to [iRIS](https://iris.uth.tmc.edu/) with your UT username and ID.
2. Click on “Add a New Study.” If you cannot see “Add a New Study” you might need to click on the “Compatibility view” button on your browser (located to the right of the URL).
3. When completing your application:
4. Add an SPH “Department” to question #2 (typically, this should be your Division or campus)
5. List your name as PI/student
6. List one SPH committee member as “Faculty Advisor”
7. Add Rebecca Novak as an additional “Study Contact” (this action will forward a copy of your IRB approval letter to the Office of Research)
8. “Department” signature person is not required, unless the application is for a student independent study (i.e., NOT for a CE/thesis/dissertation).
9. After the application questions have been answered, you must attach your proposal and other items to the iRIS submission packet (most of them under “Study Documents”). Your iRIS submission should include the following attachments:  
   \_\_\_\_Student Proposal Cover Sheet (*Cover sheet must be signed by committee members)*  
   \_\_\_\_ CITI training certificate   
   \_\_\_\_Your proposal (referred to as *“protocol” in iRIS*)  
   \_\_\_\_Letter of Permission from owner of data (*if applicable*)

\_\_\_\_Copy of outside IRB approval letter (*if applicable*)

\_\_\_\_ Your CV or resume

\_\_\_\_Survey instruments; Letters of Information/ Consent Forms (attach in the “Informed Consent” section of the submission); Letters of Support; Recruitment materials (*if applicable)*;Grant application *(if applicable).*

1. When completed, **“Send”** the submission through iRIS, making sure to apply your electronic signature (username and password), and **Route** the submission to your Faculty Advisor for his/her signature.

For technical assistance, **call the iRIS Helpline at 713-500-7960**. You may also contact Rebecca Novak at **713-500-9055** for additional assistance with the iRIS application or attachments.

* Allow approximately 3 weeks for Exempt or Expedited review; allow approximately 4 weeks or more for Subcommittee/full review.
* You MUST be able to access your **UT email account** to receive notifications and approval through iRIS. For assistance contact the UTHSC Helpdesk at **713-500-4848**.
* Stipulations must be addressed to the CPHS **within the iRIS system**.
* After the IRB approves your study, you will receive an **approval letter** **from the SPH Associate Dean for Research**, provided your proposal has been submitted to the Office of Research, and approved by the ADR (see above).
* Changes to your study must be submitted to CPHS via a **Change Request/Amendment** form in iRIS, and a copy of the changes as well as the letter of approval of changes must be forwarded to the Office of Research for our files.
* Expedited review and Subcommittee review studies are required to submit a Continuing Review form annually in iRIS.
* **At the completion of your study, you must close the study by submitting a “Study Closure Report” in iRIS.**

ADR approval letters will be sent via email attachment to the student, your SPH committee members, the Office of Student Affairs, and the Regional Campus support person (if applicable).

Questions regarding submission procedures or forms should be addressed to Rebecca Novak at (713) 500-9055 or [Rebecca.Novak@uth.tmc.edu](mailto:Rebecca.Novak@uth.tmc.edu)

CITI training course

ALL STUDENTS undertaking a CE/thesis/dissertation must complete the CITI training course. Access the CITI training course at: <https://www.citiprogram.org/default.asp>

1. Click on “Register.” Select “University of Texas Health Science Center at Houston” as your institution.
2. “Employee ID number” is not necessary (where asked for this number, please use any number).
3. Complete ONE of the basic courses in Protection of Human Subjects: Choose either Group 1: Biomedical Researcher and Key Personnel, or Group 2: Social and Behavioral Researchers and Key Personnel course.
4. When you have completed the training, print your certificate of completion.
5. Certificates are valid for three years, and may be accessed at any time by logging back in to CITI.