



Colleagues,

It is important that we find ways to make the research process more user friendly. To that end, the Texas Tech Institutional Review Board will institute a new online human subjects study submission process early in the spring 2016 semester.

The new submission process is part of the Cayuse 424 system currently used by the Office of Research Services for proposal submission. The new Cayuse IRB portion of the system will replace the current IRB human subjects paper submission method and will feature a researcher-friendly question-and-answer format. It also will allow researchers to view all their IRB protocols on their computer. Current paper-based IRB protocols will be transferred into the new electronic system. I, and the IRB, believe that the new online system will provide a streamlined process for those requesting IRB approval of human subjects research protocols.

To assist faculty, students and staff in learning the new system, a series of face-to-face sessions are set for:

Thursday, Nov 19	11 a.m. to noon noon to 1 p.m.
Friday Nov 20	1 – 2 p.m. 2 – 3 p.m. 3 – 4 p.m.
Monday Nov 30	10 – 11 a.m. 2 – 3 p.m.

All sessions will be held in room 151 of the Teaching, Learning, Professional Development Center in the Library. Registration is required as seating is limited. Please indicate the time and date of the session you will attend. Register at www.events.tlpd.ttu.edu.

Two sessions will be held in the Graduate Center in the basement of the Administration Building on Thursday, Nov. 19 from 4 – 5 p.m. and again from 5 – 6 p.m. To register for these sessions, please contact the graduate school.

HRPP staff members also are available for individual college training sessions. College administrators can request Cayuse IRB training for their college's faculty and students by contacting HRPP@ttu.edu.

Until the new system is operational, we ask that you continue using the current paper-based submission process.

If you have questions or need further information, please see the [HRPP website](#) or contact HRPP@ttu.edu.

Sincerely,

A handwritten signature in black ink that reads 'Robert V. Duncan'.

Robert V. Duncan, Ph.D.
Sr. Vice President for Research
Texas Tech University