

*Office of the Dean*

**SUBJECT:** Human Subjects Review

**DATE:** July 2022

**PURPOSE:** The purpose of this Operating Policy/Procedure is to specify the steps for creating and submitting research proposals involving human subjects. Related [OP 74.09](#)

**REVIEW:** This OP will be reviewed by the COHS Research Office when changes are necessitated by new college or university policies.

**POLICY**

All COHS researchers planning to use human subjects in their research must follow the instructions described in TTU [OP 74.09](#).

Upon request, COHS Research Office staff/Associate Dean for Research may review IRB proposals before their submission to the Human Research Protection Program. IRB approval for human subjects is required for all research, whether it is funded, unfunded, or associated with a class project (in the latter case, ONLY when the PI wishes to publish outcomes of the class project or the student plans to use the data for future thesis/dissertation research). All pilot studies involving human subjects also require IRB review.

**PROCEDURE**

1. A researcher who will be including human subjects in their research must complete an electronic IRB submission. The IRB proposal should be submitted through the [Cayuse IRB system](#). If you are unable to access the Cayuse system, please request a [Cayuse user account](#). Templates, examples, and appropriate forms for IRB proposals can be accessed on the [IRB website](#). The Cayuse IRB system provides the user with:
  - The ability to attach existing documents as a link or file to the appropriate section of the submission application;
  - Free text fields (using the proper formatting);
  - Copy and paste functions into the free text field.
2. If researchers would like a pre-submission review of their proposal, they should provide the COHS Research Office staff/Associate Dean for Research with a PDF of their proposal
3. The TTU Committee for the Protection of Human Subjects provides access to all IRB proposals, and researchers can check on the IRB review process via their own Cayuse IRB account. All requested communications (e.g., revisions, rejections, and approvals) will be shown on the researcher's Cayuse IRB Dashboard.

4. If the research involves minors or other special populations, at least two IRB committee members will review the proposal. At the reviewers' discretion, proposals may be referred to the entire Protection of Human Subjects Committee for comments/decisions.
5. Data collection may not begin on any project until the IRB has formally approved the proposal.
6. If faculty members or staff members are unfamiliar with the IRB process, the COHS Research Office staff/Associate Dean for Research (or a representative of the IRB) can assist by making arrangements for a personal consultation to review current IRB regulations governing the use of human subjects.

#### **DOCUMENTS INCLUDED**

[TTU OP 74.09 Protection of Human Subjects in Research](#)

[Cayuse IRB system](#)

[Cayuse IRB User Access Request](#)

[IRB website](#)