
PURPOSE: Each investigator is required to submit human subject research proposals for IRB review prior to the initiation of the study. Only after IRB approval is received may the investigator begin recruitment of subjects or the collection of data.

REVIEW: This section of the handbook shall be reviewed by the Dean, Associate Dean for Research and the Professional Development Council by September 1st on even-numbered years.

POLICY/PROCEDURE

All research studies are subject to review by the Office of Sponsored Programs at the Texas Tech University Health Sciences Center. If the research involves human subjects, the Institutional Review Board (IRB) conducts the review of the research proposal while the Animal Care Committee conducts reviews for research that involves animals. The duty of the IRB is to guarantee the safety of humans as research subjects.

The method of submitting research proposals for review is stipulated by the IRB. The TTUHSC Clinical Research Institute provides internal support for assistance with the IRB application process and use of the IRIS system.

Prior to submission of research proposals, human research subjects training must have been successfully completed. The IRIS Human Clinical Research Software is used to submit IRB applications, correspond with IRB staff, amend and update research studies, provide continuing review, and terminate or inactivate studies. Additional information may be found in the HSC Policies and Procedures/Research/HSCOP 73.06, 73.07, 73.08, and 73.09.

Developed:MU:rt 11/9/92
Adopted: Action of General Faculty 9/14/98
Revised:FAC:sh 04/03
Reviewed FAC 9/2013
Revised PDC/irf 12/14/14
Revised PDC/aa:11/20/17
BIOGRAPHICAL SKETCH

Provide the following information for the key personnel in the order listed for Form, Page 2. Follow the sample format for each person. **DO NOT EXCEED FOUR PAGES.**

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION TITLE</th>
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<thead>
<tr>
<th>EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)</th>
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<tbody>
<tr>
<td>INSTITUTION AND LOCATION</td>
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