

## Human Subjects Office Website (<http://hso.research.uiowa.edu>)

The Human Subjects Office (HSO) website includes:

- Information about Researcher training requirements (CITI training)
- Information about educational opportunities
- Answers to frequently asked questions (FAQ)
- Access to HawkIRB, the electronic system for IRB application submission and review
- Contact information for HSO Staff and Institutional Review Board (IRB) Chairs
- UI IRB policies and procedures
- Links to federal regulations and guidance

## Guide for Human Subjects Research (HSO web site: "Investigator's Guide")

The Guide is a searchable reference document that contains UI IRB policies and provides guidance on best practices for conducting human subjects research.


## HawkIRB Training Sessions and Presentations (HSO web site: "Education and Training")

The IRB Education and Compliance Program staff offer a two-part HawkIRB training series on completing the electronic IRB application forms:

- Part 1: HawkIRB New Project form
- Part 2: Investigator Responsibilities After IRB Approval: Modifications, Continuing Reviews, Reportable Event Forms (REFs) and Project Closure forms

The IRB also hosts 3-4 live presentations per semester on research-related topics.

## HawkIRB Help Messages

Click on the  symbol in the HawkIRB New Project form to open guidance for writing responses that fully address the questions.

## Human Subjects Research Determination (HSRD) Form

Complete and submit an HSRD form in HawkIRB to ask whether IRB approval is necessary for the proposed project (i.e., if it meets the definition of human subjects research).

## IRB ICON Course for Researchers (HSO web site: "Education and Training")

The IRB ICON course contains recordings of the HawkIRB Training Sessions and other presentations on research-related topics (such as data security, privacy and confidentiality, etc.) These recordings provide an overview of the IRB review process and best practices for the conduct of human subjects research

## Class/Small Group Talks (HSO web site: "Education and Training")

HSO Staff and IRB Chairs are available by request to give presentations to research methods courses, seminars, student groups and faculty/staff research teams. The IRB also has a table top display that can be set up at departmental or college research fairs and poster sessions. To schedule a presentation or IRB display, contact the IRB Education and Compliance Program staff at [irb-monitors@uiowa.edu](mailto:irb-monitors@uiowa.edu)

## IRB Connection Newsletter (HSO web site: "Education and Training")

The monthly newsletter highlights IRB policies, federal regulations and guidance, advice from IRB application reviewers, answers to frequently asked questions, and much more! The newsletter is posted on the HSO web site and distributed to people on the IRB e-mail list. Follow the instructions on the HSO website to sign up for the IRB LISTSERV.

## IRB/HSO Office Hours (HSO web site: "Education and Training")

HSO staff hold weekly office hours throughout the year. Schedule and location are posted on the HSO web site. No appointment is necessary. Staff are also available by appointment. Contact us at [irb@uiowa.edu](mailto:irb@uiowa.edu) or 319-335-6564