

Request to Rely on DHR IRB Process

All research team members must have completed CITI and Financial Conflicts of Interest in Research (FCOIR) reporting before submitting any requests to either IRB. Note: UTRGV does not have access to CITI reports or Conflicts of Interest (COI) reporting completed for/under DHR. If you have completed CITI training under DHR you must include a copy of the report(s) on your email as attachments for us to verify. FCOIR reporting must be completed at UTRGV (UT System Portal: <http://outsideactivity.utsystem.edu>) if you are employed by UTRGV.

UTRGV IRB (First Step):

1. Please visit our UTRGV IRB website for the Request to Rely on DHR Form – <http://www.utrgv.edu/irb>
2. Click on 'UTRGV IRB Templates are available here' underneath the section with the heading title 'Submit for IRB Approval on Tick@Lab'
3. Log-in to the SharePoint with your UTRGV credentials.
4. Open the folder 'For Researchers'
5. Open and fill out the document titled "Request to Rely on an External IRB – DHR"
6. Send an email to IRB@utrgv.edu with the request form and any supplemental trainings and reporting documents attached.
7. UTRGV IRB will review the document(s) and verify that CITI and FCOIR has been completed by all members of the research team who are affiliated with UTRGV. *DHR researchers will be verified by DHR IRB.*
8. UTRGV IRB will send you a 'Permission to Rely' letter via email and will also Cc' the DHR IRB for their records.

For questions about UTRGV IRB requirements and submission information, you may contact Kimberly Fernandez at (956) 665-2093.

Once the Permission to Rely letter is received, you may start the process at DHR IRB:

1. Please create a new project for submission to DHR IRB on IRBNet.
2. Please enter the title of the project.
3. On the Designer page, please include your DHR application and supporting documents (Left margin, under Project Administration).
4. Electronically sign the package (Left margin, under Project Administration).
5. Submit the package to DHR IRB (Left margin, under Project Administration).
6. DHR IRB will be in contact with you after this point.

For questions about DHR IRB requirements and submission information, you may contact Dr. Amber Deane at (956) 362-2379.