

How to submit an IRB Initial Application

This guide provides simple instructions on how to submit an initial IRB application.



After successfully logging into eIRB you should see this landing page.

[Guide Me](#)

What do you want to focus on?



eIRB



Show Everything



2

Click "eIRB"

Home Meetings Create Project Reports Contacts Administration
Project Type Switchboard

What do you want to focus on?



eIRB



Show Everything



3 Click "Me"

Home Meetings Create Project Reports Contacts Administration eIRB

My eIRB

0 Reviews Me 15 Projects 9 xForms 24 Events

Search Projects Export to Excel Start xForm

14 PI 2 Faculty Advisor

99999-UTRGV New From PI Exp 05/27/2027 Allen, Eric IRB General Testing	IRB-2023-TEST-UTRGV New From PI Exp 06/13/2027 Allen, Eric Demonstration Project	IRB-2026-002-UTH Open Exp Exempt Allen, Eric IRB Testing Initial Exempt - Funding
IRB-2026-003-UTRGV Open Exp Exempt Allen, Eric IRB Testing Initial Exempt - No Funding	IRB-2026-004-UTRGV Open Exp 03/30/2027 Allen, Eric IRB Testing Initial Expedited CR - Funding	IRB-2026-005-UTRGV Open Exp 04/08/2027 Allen, Eric IRB Testing Initial Expedited CR - No Funding
IRB-2026-006-UTRGV Open Exp Expedited Expiration Allen, Eric IRB Testing Initial Expedited No CR - With Funding	IRB-2026-007-UTRGV Open Exp Expedited Expiration Allen, Eric IRB Testing Initial Expedited No CR - No Funding	IRB-2026-008-UTRGV Open Exp 04/12/2027 Allen, Eric IRB Testing Initial Full Board CR Funding

Notices

4 Click "Start xForm"

Home Meetings Create Project Reports Contacts Administration eIRB

My eIRB

0 Reviews Me 15 Projects 9 xForms 24 Events

Start xForm

About Me
Allen, Eric
eric.allen@utrgv.edu
Last Login: 06/05/2026 9:59 AM ET

1 IRB Meetings

IRB Project Search

Future Meetings

06/30/2026 JUN 30

Agenda (Not Finalized)

Past Meetings 0 Active Projects 16 Total Projects 18

Notices

5 Click "IRB Initial Application Form"

The University of Texas
Rio Grande Valley

Start Form on User

Filter:

Select xForm to start

Action	Form (Click to start)	Description
	IRB Initial Application Form (Draft)	IRB Initial Application Form




6 Enter the requested information on this page. You may also skip to other pages.

 Collaborators General Project Information Page 1 of 10 Next

tion Form — General Project Information

If you would like someone else to assist in completing this application, please click on the "Collaborators" icon at the top of the page to add that person as a collaborator.

Note: Please be sure to give the collaborator the correct level of access:

View Only: The collaborator will be able to view the form.
Edit: The collaborator will be able to view the form and edit the answers to the questions.
Edit and Manage: The collaborator will be able to view the form, edit the answers to the questions, and also add other collaborators.
Edit, Manage, and Submit: The collaborator will be able to do all of the above and also submit the form to the next stage in the review process.

Submitter View Audit

Researcher, Test

Email: eIRBtestemail@gmail.com Phone:

Principal Investigator (Required) View Audit

PI Status (Required)

Note: Please select the role in which you will be conducting the research.

Ex. If you work at UTRGV and are conducting the research as a UTRGV student, you should choose student.

☐ Student
☐ Faculty
☐ Staff

PI Phone Number (Required)

Please use this format: 999-999-9999




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Click the down arrow next to "General Project Information" and select the page you would like to complete next.

UTRGV eValley Collaborators

General Project Information Page 1 of 10 Next

General Project Information

If you would like someone else to assist in completing this form, click the icon at the top of the page to add that person.

Note: Please be sure to give the collaborator the appropriate permissions on the "Collaborators" page.

View Only: The collaborator will be able to view the form.
Edit: The collaborator will be able to view the form and make changes.
Edit, Manage, and Submit: The collaborator will be able to view the form, make changes, and submit the form to the next stage in the review process.

Submitter

Researcher, Test
 Email: eTRB@testemail@gmail.com

Principal Investigator (Required)

View Audit

PI Status (Required)

Note: Please select the role in which you will be conducting the research.

Ex. If you work at UTRGV and are conducting the research as a UTRGV student, you should choose student.

☐ Student
☐ Faculty
☐ Staff

PI Phone Number (Required)

Please use this format: 999-999-9999

Check & Submit Form

View Audit

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If you don't finish a page select "save for later" if you do finish the page click "next".

Please attach the OAD form(s) for additional research personnel (if applicable).
 Add Attachment

Will you apply for a Certificate of Confidentiality? (Required) View Audit

This is issued by the National Institutes of Health (NIH) and other federal agencies to protect identifiable research information from forced or compelled disclosure. For more information on Certificate of Confidentiality (CoC) from NIH click here. For more information on Certificate of Confidentiality from non-NIH agencies go to non-NIH IRIS Agencies CoC Coordinators and Contact information. Also ensure your research is not on the list of restricted populations to research with a CoC.

☐ Yes
☒ No

Is there a contract/agreement associated with this study? (Required) View Audit

For example: Data Use/Sharing Agreement, Material Transfer Agreement, Research Collaboration Agreement. If yes, please contact Research Contracts and Industry Agreements at NCLA@utrgv.edu. Click here to access a guidance flow chart for determining whether an agreement is necessary.

☐ Yes
☒ No

Have you submitted an application related to this study to any of the following? (Select all that apply) (Required) View Audit

☐ Radiation Safety Committee (RSC)
☐ Institutional Biosafety Committee (IBC)
☒ None of the Above

You will need to click "Next" and then "Submit" to send this form to the next stage in the review process.

Next Save for Later More

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 2020-05-24 10:10:10 AM | 1000000000 | 1000000000 | 2020-05-24 10:10:10 AM | 1000000000

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If you miss any sections you will see this notice. Click on it and it will direct you to the section that needs to be completed.

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Rio Grande Valley

Collaborators

General Project Information

Page 1 of 10

IRB Initial Application Form -- General Project Information

The following issues exist. Click on an issue to jump there.

- Activities Not Considered Research - Required

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Edit, Manage, and Submit: The collaborator will be able to do all of the above and also submit the form to the next stage in the review process.

Submitter View Audit

Researcher, Test

Email: cTRNredem4il@gmail.com Phone:

Principal Investigator (Required) View Audit

Allen, Eric x

Allen, Eric

Email: eric.allen@utrgv.edu Expirations:

PI Status (Required)

Note: Please select the role in which you will be conducting the research.

Ex. If you work at UTRGV and are conducting the research as a UTRGV student, you should choose student.

☐ Student

☐ Faculty

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Answer the necessary question(s).

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Collaborators

General Project Information

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IRB Initial Application Form -- General Project Information

Please select all that apply (Required)

Click here for definitions of the items below.

☐ Health Surveillance

☐ Quality Improvement (QI)

☐ Medical Quality Assurance (QA)

☐ Program Evaluation

☐ Class Projects

☐ Case Reports

☐ Community Outreach

☐ Other

☐ None of the Above

Is this a systematic investigation? (Required)

For purposes of this definition, a systematic investigation is the use of a predetermined method to gain information by collecting and analyzing data.

☐ Yes

☒ No

Is this project designed to develop or contribute to generalizable knowledge? (Required)

Activities designed (with intent) to develop or contribute to generalizable knowledge are those designed to draw general conclusions, inform policy, or generalize findings beyond a single individual or internal program. A study designed to develop or contribute to generalizable knowledge intentionally links to, applies, and/or expands upon existing knowledge. The methods allow for replication and for comparisons with data collected from different samples of the same population, and the results apply to people beyond those directly studied.

☐ Yes

☒ No

Does the research involve a living individual about whom an investigator conducting research obtains information or biospecimens through intervention or interaction with the individual OR the investigator obtains, uses, or generates identifiable private information or identifiable biospecimens for study or analysis? (Required)

☐ Yes

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Review the red text at the bottom of the page and then click next.

Will you apply for a Certificate of Confidentiality? (Required) [View Audit](#)

This is issued by the National Institutes of Health (NIH) and other federal agencies to protect identifiable research information from forced or compelled disclosure. For more information on Certificate of Confidentiality (CoC) from NIH click here. For more information on Certificate of Confidentiality from non NIH agencies go to non NIH HHS Agencies CoC Coordinators and Contact information. Also ensure that your research is not on the list of restricted populations to research with a CoC.

☐ Yes
☒ No

Is there a contract/agreement associated with this study? (Required) [View Audit](#)

For example: Data Use/Sharing Agreement, Material Transfer Agreement, Research Collaboration Agreement. If yes, please contact Research Contracts and Industry Agreements at RCIA@utrgv.edu. Click here to access a guidance flow chart for determining whether an agreement is necessary.

☐ Yes
☒ No

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☐ Institutional Biosafety Committee (IBC)
☒ None of the Above

You will need to click "Next" and then "Submit" to send this form to the next stage in the review process.

[Next](#) [Save for Later](#) [More ▾](#)

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 3826.5.8472.5/Release/VC000de | SCAD051 | 3826-05-25 21:58:382 | 0.123s
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Click "Submit" to send to the application to the next stage.

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 Rio Grande Valley

Form Complete

Form Completed

You've completed the form. You can now either save the form for later revision, or submit it.

[Go Back](#) [Save for Later](#) [Print](#) [Submit](#)