What UTEP's IRB Is

The **Institutional Review Board (IRB)**, part of **Research & Innovation (R&I)**, safeguards the rights and welfare of human subjects participating in research. The IRB reviews and approves all human subjects research conducted by **UTEP** faculty, staff, and students, whether on or off campus. It ensures compliance with federal, state, and University regulations.

Tips for a Smoother IRB Review

Start Early

Determine which review category your project falls under (exempt, expedited, or full board). Timelines vary by category and by the completeness of your submission. Planning and early submission help avoid delays.

Submit Compete Materials

Incomplete protocols cannot be reviewed. Be sure to attach all required appendices, including:

- Recruitment scripts and flyers
- Consent, assent, or permission forms
- Letters of support from external institutions
- Data collection instruments (e.g., surveys, interview scripts)

The **IRB** website provides templates to help you prepare these materials.

irb@utep.edu │ research.utep.edu

Write for Participants

All participant-facing documents should be written in plain language that is clear, concise, and tailored to your audience. Avoid jargon or technical terms. Adjust materials for specific populations (e.g., larger font for individuals with reduced vision, simplified language for children).

Secure Permissions for Special Populations

If your study involves special populations or settings, additional approvals may be needed. These include:

- K–12 schools require permission from the district or school administration.
- Research at external institutions typically requires letters of collaboration or site approval.
- Some populations may also require additional oversight or approvals depending on context.

Take the Next Step

Planning and submitting early, providing complete documents, and writing participant materials in plain language will help speed up your review. When in doubt, check the **IRB** website or contact the **IRB** office before you submit.