



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO



# Research Committees

- Conflict of Interest in Research Committee (COIRC)
- Institutional Animal Care and Use Committee (IACUC)
- Institutional Biosafety Committee (IBC)
- Institutional Review Board (IRB)



# Research Committee Overview

- iRIS Access
- Educational Requirements
- CITI
- Research committee requirements
- Submission deadlines
- Review Process
- Common Findings



## iRIS Access

- Internet Medical Research Information System (iRIS)
- Required for all submissions
- An iRIS account is requested at <https://ttuep.imedris.net> by clicking on “Request a New Account”
- Additional requirements for Non-TTUHSC El Paso personnel
- Account information should be kept up to date
- Principal Investigator CV
- Faculty status is required for all PIs.



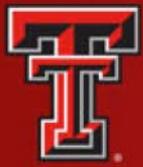
# Educational Requirements

Each person conducting or assisting in the conduct of a research project must complete required training, and disclose research financial conflicts of interests ***prior*** to beginning any research-related activities.



# Collaborative Institutional Training Initiative (CITI Program)

- Web-based courses
- Register at [www.citiprogram.org](http://www.citiprogram.org)
- Select “Texas Tech University Health Sciences Center El Paso” as your organization affiliation.
- Establish a Username and Password.
- TTUHSC El Paso personnel must use their TTUHSC El Paso email address for registration.
- Select the required modules as required by the type of research.
- An overall score of at least 80% is required to successfully complete the course.
- Download a course transcript and print a certificate for your records. TTUHSC El Paso is automatically notified of your successful completion of the course.



## COIRC

Conflicts of interest may arise due to the nature and scope of research activities. A conflict of interest may be actual, potential or perceived, and, if not properly identified and managed, could compromise the integrity and reputation of the institution and its employees.



# COIRC Requirements

- Conflict of Interest in Research Course-  
[www.citiprogram.org](http://www.citiprogram.org)
- Research Financial Disclosure-  
[https://elpasottuhsc.co1.qualtrics.com/jfe6/form/SV\\_6PhkhvoITTBWMUR](https://elpasottuhsc.co1.qualtrics.com/jfe6/form/SV_6PhkhvoITTBWMUR)



# Financial Disclosure



■ Conflict of Interest in Research Committee (COIRC)

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Staff

OP 73.09 Financial Conflicts of Interest in Research 📄

Financial Disclosure Submission

Frequently Asked Questions

Bylaws

COI Tips

Conflict of Interest in Research Manual

## Financial Disclosure Submission

TTUHSC El Paso OP 73.09 requires that all investigators/research personnel disclose all significant financial interests for themselves and their family members on at least an annual basis, or within 30 days of a change in your significant financial interests.

**Please complete your financial disclosure form.** 📄

Because of updated federal regulations, the information that you are required to disclose has changed. Please read and respond carefully to the questions.

If you are not familiar with the TTUHSC El Paso Financial Conflicts of Interest in Research, please review the policy before completing the disclosure form: [TTUHSC El Paso OP 73.09](#) 📄

The Office of Research Resources will automatically receive a copy after you have submitted your form.

**Updated regulations require training regarding financial conflicts of interest in research.**

Questions regarding the financial disclosure form or technical questions related to CITI training can be addressed to Josh Cardoza at [915-215-5220](tel:915-215-5220) or [josue.cardoza@ttuhsc.edu](mailto:josue.cardoza@ttuhsc.edu).



# Do COIRC requirements apply to my project?

- TTUHSC El Paso OP 73.09 requires that all investigators/research personnel disclose all significant financial interests for themselves and their family members on at least an annual basis, or within 30 days of a change in significant financial interests.
- All investigators/research personnel and members of TTUHSC El Paso research compliance committees (RSC, IRB, IBC, IACUC, NRCOIC, TTUSORC, COIRC) must complete training related to the contents of this policy and federal regulations about objectivity in research at least once **every four years**.



## COIRC Staff



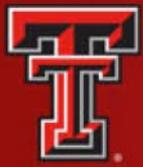
**Josh Cardoza**

**COIRC Lead Analyst**

✉ [josue.cardoza@ttuhsc.edu](mailto:josue.cardoza@ttuhsc.edu)

☎ 915-215-5220

<https://elpaso.ttuhsc.edu/research/committees/coirc/staff.aspx>



# IACUC

The IACUC is dedicated to the humane care and use of animals in activities related to research and teaching conducted at TTUHSC El Paso or by individuals associated with the University.



# IACUC Training Requirements

- Working with the IACUC Course-<http://www.citiprogram.org/>
- Reducing Pain and Distress in Laboratory Mice and Rats Course-  
<http://www.citiprogram.org/>
- Working with (Specie) in Research Setting Course (specie will vary i.e. mice, rats, ferrets, fish)-<http://www.citiprogram.org/>
- Conflict of Interest in Research Course-<http://www.citiprogram.org/>
- Research Financial Disclosure-  
[https://elpasottuhsc.co1.qualtrics.com/jfe/form/SV\\_6PhkhvoITTBWMUR](https://elpasottuhsc.co1.qualtrics.com/jfe/form/SV_6PhkhvoITTBWMUR)
- Occupational Health Safety (OHS)-Complete and sign the Risk Assessment for Animal Contact Health Questionnaire; Schedule an appointment with the Occupational Health Nurse at 215-4510.
- LARC Training- <https://el Paso.ttuhsc.edu/research/services/LARC/training-intro.aspx>

## *Additional training as applicable:*

- Antibody Production in Animals-<http://www.citiprogram.org/>
- Aseptic Surgery-<http://www.citiprogram.org/>
- Responsible Conduct of Research- <http://www.citiprogram.org/>



# Does my project require IACUC review?

IACUC review is required if your project includes the use of vertebrate animals (animals with a backbone) in research, testing and exhibition.



# IACUC Website

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IACUC

■ **Institutional Animal Care and Use Committee**

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[Submission Deadlines](#)

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[Resources](#)

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[Forms and Templates](#)

**If you have questions regarding an IACUC protocol, please contact:**

**IBC/IACUC Lead Analyst:**  
Amanda Ortiz  
915-215-4295  
[amanda.ortiz@ttuhsc.edu](mailto:amanda.ortiz@ttuhsc.edu)

**Institutional Animal Care and Use Committee**

The Institutional Animal Care and Use Committee (IACUC) is committed to responsible oversight of the use of vertebrate animals in research, testing and exhibition in accordance with Public Health Service Policy. The committee ensures that all use of animals at TTUHSC El Paso is in compliance with the Animal Welfare Act, the Public Health Service Policy on Humane Care and Use of Laboratory Animals, the Guide for the Care and Use of Laboratory Animals and all other applicable federal, state and local regulations, policies and procedures. We are a fully accredited institution with the Association for Assessment and Accreditation of Laboratory Animal Care, International.

[iRIS Login](#)



# IACUC Submission Requirements

The IACUC submission requires:

- IACUC application
- Protocol
- Grant Application for congruency review, if applicable
- Documentation of approval by other committees, if applicable



# IACUC Staff



**Amanda Ortiz**

**IBC/IACUC Lead Analyst**

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☎ 915-215-4295

<https://elpaso.ttuhsc.edu/research/committees/iacuc/default.aspx>



# IBC

The IBC, in conjunction with Safety Services, will work with investigators and lab personnel to assist them in meeting federal and state requirements and TTUHSC El Paso policies and procedures related to the storage and use of hazardous chemical and biological materials, as well as recombinant DNA materials.



# IBC Training Requirements

- Laboratory Safety Essentials-  
<https://el Paso.ttuhsc.edu/elpsafetyservices/training.aspx>
- Conflict of Interest in Research Course-<http://www.citiprogram.org/>
- Research Financial Disclosure-  
[https://el Pasottuhsc.co1.qualtrics.com/jfe/form/SV\\_6PhkhvoITTBWMUR](https://el Pasottuhsc.co1.qualtrics.com/jfe/form/SV_6PhkhvoITTBWMUR)

## *Additional training as applicable:*

- Mayo Hazardous Shipping Training Ground and Air-  
<https://el Paso.ttuhsc.edu/safety/hazmatinfo.aspx>
- Campus Transport Training- <https://el Paso.ttuhsc.edu/safety/default.aspx>
- Select Agent Training- <https://el Paso.ttuhsc.edu/safety/lab.aspx>
- Additional training may be required if working in BSL2 or BSL3 areas of the Laboratory Animal Resources Center (LARC). Information is available at:  
<http://el Paso.ttuhsc.edu/safety/lab.aspx>
- Responsible Conduct of Research- <http://www.citiprogram.org/>



# Does my project require IBC review?

IBC review is required if your project includes the safe receipt, collection, handling, use, storage, transfer and/or disposal of biologically and chemically hazardous materials, including recombinant DNA.



# IBC Website


 TEXAS TECH UNIVERSITY  
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- About
- Education
- Departments
- Research
- Texas Tech Physicians of El Paso
- Transmountain
- News & Events

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- IBC

## ■ Institutional Biosafety Committee

- Home
- Staff
- Submission Deadlines and Meetings Dates
- Bylaws
- Forms and Instructions
- Policies and Procedures Manual 
- Member Roster
- Frequently Asked Questions

**If you have questions regarding an IBC protocol, please contact:**  
**IBC/IACUC Lead Analyst:**  
 Amanda Ortiz  
 915-215-4295  
[amanda.ortiz@ttuhsc.edu](mailto:amanda.ortiz@ttuhsc.edu) 



## IBC Information

Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) is committed to the safe, legal, and ethical use of hazardous chemical and biological materials in its facilities. Acting as an agent for the institution in regulating work involving such materials, the Institutional Biosafety Committee (IBC) shall ensure that work in the following four categories (the "Covered Work") meets all applicable safety, legal, and ethical requirements:

- Work involving biological agents, including but not limited to, those agents in all risk groups as defined in Biosafety in Microbiological and Biomedical Laboratories (BMBL)
- Recombinant DNA (rDNA) as defined by the NIH Guidelines for Research Involving Recombinant DNA Molecules (NIH Guidelines)
- Dual-use research of concern as defined by the National Science Advisory Board for Biosecurity (NSABB, Department of Health and Human Services (DHHS))
- Select agents and toxins (SAT), regulated either by DHHS or by the United States Department of Agriculture (USDA)

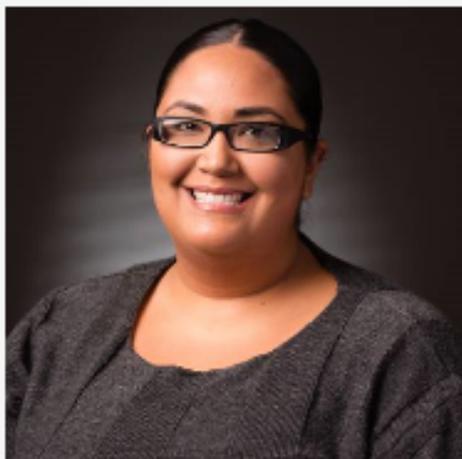


# IBC Submission Requirements

- IBC application
- Protocol
- Documentation of approval by other committees, as applicable



# IBC Staff



**Amanda Ortiz**

**IBC/IACUC Lead Analyst**

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☎ 915-215-4295

<https://el Paso.ttuhsc.edu/research/committees/ibc/default.aspx>



# IRB

The IRB is a committee that is established to protect the rights and welfare of those who serve as participants in biomedical or behavioral research projects.



# IRB Training Requirements

- Human Subjects Research Course- [www.citiprogram.org](http://www.citiprogram.org)
  - Conflict of Interest in Research Course- [www.citiprogram.org](http://www.citiprogram.org)
  - Clinical Research Coordinator Course for personnel who are working in a coordinator role- [www.citiprogram.org](http://www.citiprogram.org)
  - Good Clinical Practice Course for personnel working with drug and/or device studies- [www.citiprogram.org](http://www.citiprogram.org)
  - Informed Consent Training for personnel involved with studies that obtain consent-  
<http://elpaso.ttuhscc.edu/research/compliance/Training.aspx>
  - Research Financial Disclosure-  
[https://elpasottuhscc.co1.qualtrics.com/jfe/form/SV\\_6PhkhvolTTBW](https://elpasottuhscc.co1.qualtrics.com/jfe/form/SV_6PhkhvolTTBW)  
[MUR](#)
- Additional training as applicable:*
- Responsible Conduct of Research- <http://www.citiprogram.org/>



# Does my project require IRB review?

IRB review is required if your project includes human subjects defined as living individuals about whom an investigator (whether professional or student) conducting research

- (i) Obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens; **or**
- (ii) Obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens **AND**

is conducting Research, defined as a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.



# IRB Website



- Institutional Review Board**
- Home
- Staff
- Meeting Dates and Submission Deadlines
- Templates and Guides for IRIS
- Resources for Researchers ▶
- Frequently Asked Questions
- Bylaws

**IRB Lead Analyst:**  
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**IRB Lead Analyst:**  
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5001 El Paso Drive  
MSC 31004  
El Paso, TX 79905



## Institutional Review Board Administration

The TTUHSC El Paso Institutional Review Board (IRB) reviews research involving human subjects. All human research studies are reviewed by the IRB before they begin and at least once annually to evaluate risks to subjects and compliance with **federal regulations** and **institutional policies**.

### IRB Information:

TTUHSC El Paso has a **Federal-Wide Assurance (FWA) # 00020736** with the Department of Health and Human Services to protect the rights and welfare of participants involved in research affiliated with this institution. Two TTUHSC El Paso IRBs serve the El Paso campus: **El Paso IRB #1-00009945** and **El Paso IRB #2-00009946**.

**Iris Login**



# IRB Submission Requirements

- IRB application
- Protocol
- Informed consent w/HIPAA using the TTUHSC El Paso templates
- Recruitment material
- Letters of support from collaborating sites
- Data collection forms
- Surveys, questionnaires, etc.
- Documentation of approval by other committees

For drug or device studies, also need

- IND or IDE number from the FDA
- Investigator's brochure



## IRB Staff



**Raquelle Fernandez**

IRB #1 Lead Analyst

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**Dai G. Hermosillo**

IRB #2 Lead Analyst

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<http://elpaso.ttuhsc.edu/research/committees/irb/irbstaff.aspx>



# Submission Deadlines

- Materials for convened board meetings are needed by established deadlines.
- Submission deadlines, and meeting dates and times are found in iRIS and on the TTUHSC El Paso Research Committee webpages.



# Submission Review Process

- Prescreen all submissions
- Incomplete or not prepared for review
- Review by research personnel
- Sign off process
- *Please note:* Each person listed on the application, including the signatory authority, has access to the study materials.
- System notification of placement on agenda



# Common Findings- General

- Required documents are not attached for review.
- The information in all documents is not consistent throughout.
- The application is incomplete.
- Application-justification for the inclusion of vulnerable populations has not been provided.
- Application-recruitment methods do not provide enough detailed information.
- Continuing review-subject numbers are not listed correctly.
- Spanish translations-if non-certified, have not been reviewed for accuracy.
- Personnel changes-incomplete information i.e. duties/training



# Research Websites

Additional resources and contact information are available on the respective committee websites:

- Research Committee Home Page:  
<https://elpaso.ttuhsoc.edu/research/committees/default.aspx>
- COIRC:  
<https://elpaso.ttuhsoc.edu/research/committees/coirc/default.aspx>
- IACUC:  
<https://elpaso.ttuhsoc.edu/research/committees/iacuc/default.aspx>
- IBC:  
<https://elpaso.ttuhsoc.edu/research/committees/ibc/default.aspx>
- IRB:  
<https://elpaso.ttuhsoc.edu/research/committees/irb/default.aspx>



**If there are any further questions,  
please contact:**



**Myrna Arvizo**

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**Senior Director**

**Research Committees**

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