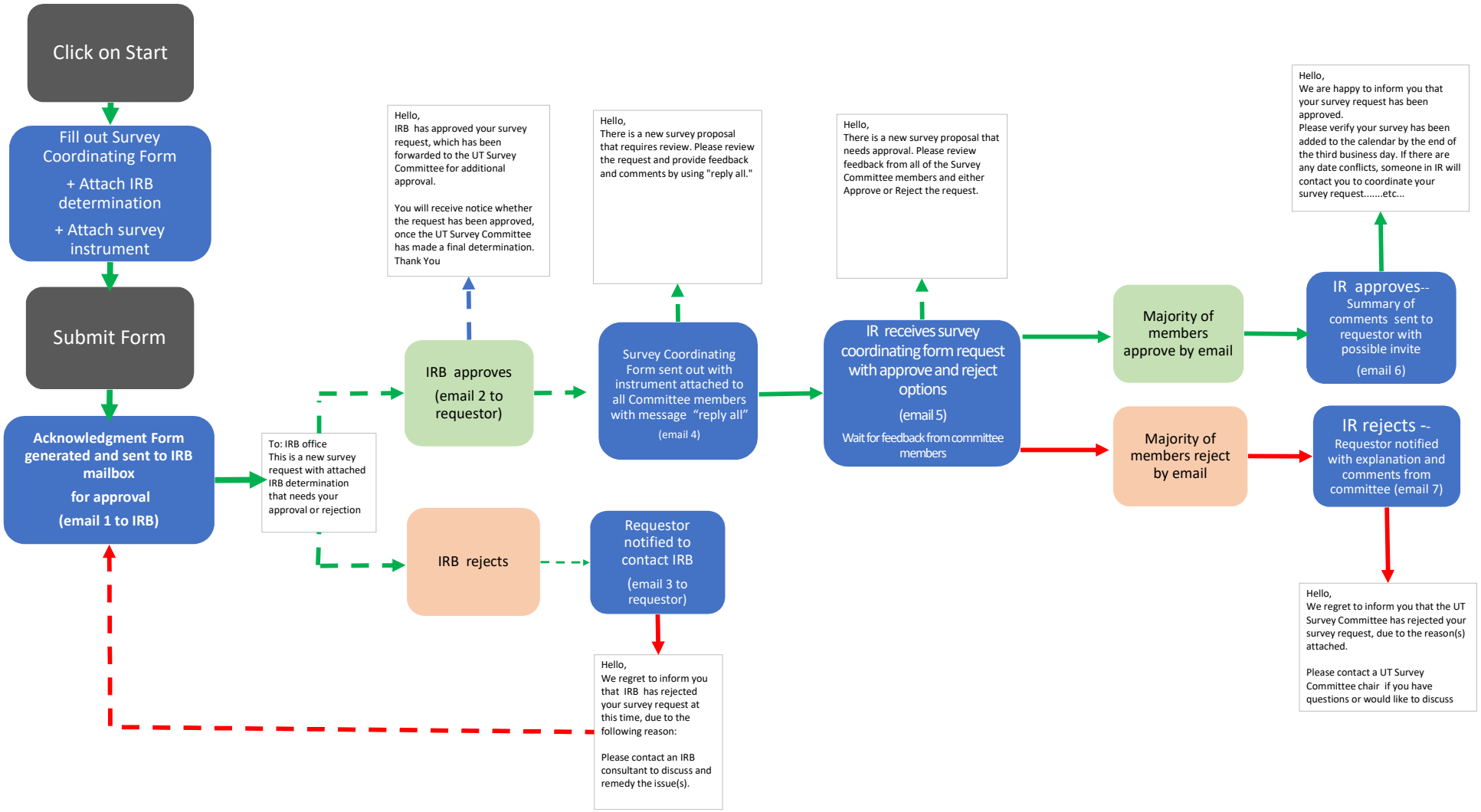
Click on Start
Fill out Survey Coordinating Form
+ Attach IRB determination
+ Attach survey instrument
Submit Form
Acknowledgment Form generated and sent to IRB mailbox
for approval
(email 1 to IRB)
To: IRB office
This is a new survey request with attached IRB determination that needs your approval or rejection
IRB approves
(email 2 to requestor)
Hello,
IRB has approved your survey request, which has been forwarded to the UT Survey Committee for additional approval.
You will receive notice whether the request has been approved, once the UT Survey Committee has made a final determination.
Thank You
Survey Coordinating Form sent out with instrument attached to all Committee members with message "reply all"
(email 4)
Hello,
There is a new survey proposal that requires review. Please review the request and provide feedback and comments by using "reply all."
IR receives survey coordinating form request with approve and reject options
(email 5)
Wait for feedback from committee members
Hello,
There is a new survey proposal that needs approval. Please review feedback from all of the Survey Committee members and either Approve or Reject the request.
Majority of members approve by email
IR approves-- Summary of comments sent to requestor with possible invite
(email 6)
Hello,
We are happy to inform you that your survey request has been approved.
Please verify your survey has been added to the calendar by the end of the third business day. If there are any date conflicts, someone in IR will contact you to coordinate your survey request.....etc...
Majority of members reject by email
IR rejects -- Requestor notified with explanation and comments from committee (email 7)
Hello,
We regret to inform you that the UT Survey Committee has rejected your survey request, due to the reason(s) attached.
Please contact a UT Survey Committee chair if you have questions or would like to discuss
IRB rejects
Requestor notified to contact IRB
(email 3 to requestor)
Hello,
We regret to inform you that IRB has rejected your survey request at this time, due to the following reason:
Please contact an IRB consultant to discuss and remedy the issue(s).