

Institutional Review Board Process

for

Texas A&M University-Qatar Investigators

Introduction:

The standard operating procedures for TAMU investigators involved in human subjects research are the same for all investigators regardless of the campus location (College Station, Dallas, Fort Worth, Galveston or Qatar).

The Human Research Protection Program (HRPP) website: <http://rcb.tamu.edu/humansubjects> contains guidance and information necessary for conducting research with humans.

Please see the [INVESTIGATOR MANUAL](#) and other SOPs, Forms and Templates located at [Toolkit — Research Compliance and Biosafety \(tamu.edu\)](#)

A. TAMU IRB submission process

1. Submit a request for research approval to the TAMU IRB through iRIS at <https://iris.tamu.edu>
2. Login into iRIS using your NetID or UIN/SSO login and password
3. Then select 'IRB Application' (Human Subjects) from the 'New Study Application' list
4. Complete each section of the online IRB Application, as needed
 - a. TAMU-Q contact person for questions is **Josh Avila** at joshavila@tamu.edu or **Aliese Seawright** at a.seawright@tamu.edu
 - b. External researchers (non TAMU-Q PIs) requesting to conduct research on TAMU-Q students or faculty should see instructions in Section D, below.
5. Applicable materials to submit through iRIS may include:
 - a. Written protocol
 - b. Consent documents including any translated documents
 - c. Data collection instruments including surveys, interview questions, subject diaries, etc.
 - d. Recruitment materials
 - e. Copy of grant or contract
 - f. Site Authorizations
6. Make sure all required CITI and TRAINTRAQ courses are completed prior to submission of materials into iRIS.

	Course
Initial Training	CITI Biomedical Research Basic if conducting biomedical research; or
	CITI Social & Behavioral Research Basic if conducting Social & Behavioral Research
	CITI Good Clinical Practice if conducting a clinical trial and required by sponsor (along with Biomedical course)
	TRAINTRAQ HIPAA Privacy and Security for Human Research Course # 2112435 if study involves Protected Health Information
	TRAINTRAQ Financial Conflicts of Interest in Research Course 2111716 if research has external funding.

CITI website: <https://about.citiprogram.org/en/homepage/>

TRAINTRAQ website: <https://apps7.system.tamus.edu/TrainTraq/web/default.aspx>

Instructions to sign up for each training are available here:

<http://rcb.tamu.edu/humansubjects/training>

7. You will need to route the iRIS IRB application to your Department or Program Chair or Department Supervisor before submitting it. Routing is assigned in iRIS as the last step prior to clicking on submit.
8. The TAMU HRPP pre-review staff will screen the study application and materials for completeness and send out a request for clarification as needed.
9. Once all necessary documents are received and all questions are resolved, correspondence will be issued to TAMU-Q investigators stating that the research can now be submitted to the Qatar local IRB.
10. Submit your study documents to the designated Qatar IRB according to their instructions.
 - a. Qatar University IRB instructions are in section C, below.
11. When the investigator receives approval correspondence from the Qatar IRB, the correspondence is to be uploaded into iRIS.
12. When Qatar IRB approval correspondence is received and verified, the TAMU IRB will issue correspondence that states research is approved and procedures can begin.

B. TAMU-Q projects that include collaborators from institutions inside Qatar that have their own IRB (HMC, Sidra, WCM-Q, HBKU, QBRI etc.)

All research projects involving human subjects will follow the process above. A TAMU-Q investigator may not be involved in human subjects research at any facility until the TAMU IRB has issued approval, regardless of any other IRB approval.

C. Qatar University Local IRB submission process

- 1) All new Applications/Amendments and Renewals submitted to QU-IRB must be submitted through IRBNet www.irbnet.org
- 2) Please refer to the following link for the New User instructional video & training how to use IRBNet video:
<http://www.qu.edu.qa/research/research-resources/research-excellence/ethical-compliance>
- 3) Obtain TAMUQ **Research Dean approval letter** before submitting to QU-IRB
 - a) TAMU-Q PI and Program Chair complete the “Request for approval letter from Research Dean (local IRB) form” available on Marhaba at:
<https://marhaba.qatar.tamu.edu/OfficeOfResearch/Department%20Documents/IRB>
 - b) Forward to TAMUQ-RO contact; TAMUQ Research Services and Research Dean will review and issue letter accordingly
- 4) **The requirements for Ethical Compliance Request are:**
 - a) **QU-IRB checklist.** (available in “Forms & Templates” on the IRBNet website).
 - b) **QU-IRB application.** (smart application form on the IRBNet website).
 - c) **Consent Form** in all languages of use (if applicable).
 - d) **Survey/Questionnaire** in all languages of use (if applicable).
 - e) **Interview/Focus group questions** in all languages of use (if applicable).
 - f) The Application package should be signed by the PI (e-signature through IRBNet).

*For IRB applications use the **QU-IRB smart application form**. To access the smart form please go to the “**designer**” page and then click “**start a wizard**” button. (screenshot follows)*

The screenshot shows the IRBNet website interface. The top navigation bar includes 'USER PROFILE' and 'LOGOUT'. The main content area is titled 'Designer' and shows details for package 1670736-1. A sidebar on the left contains various navigation options, with 'Designer' highlighted by a red box labeled '1'. The main content area includes sections for 'Step 1: Download blank forms...' and 'Step 2: Assemble your document package here...'. A table lists documents in the package, including 'Qatar University - IRB Application'. A red box labeled '2' highlights the 'Start a Wizard' button in the 'Documents in this Package' section.

- 5) Please note that QU IRB as per their standard guidelines/regulations, do not review on-going and already started projects; IRB approval must be sought before the start of any study.
- 6) Once received, these documents will undergo an initial screening and thereafter the routine process for IRB review. The committee may ask further clarifications/information during the course of the review. Once the review is complete, IRB decision letter will be issued accordingly.
- 7) QU-IRB Contacts: qu-irb@qu.edu.qa Tel: 4403 5307

D. External Researchers (non-TAMU-Q personnel) Research Request

- 1) External researchers requesting to recruit TAMU-Q students, staff, faculty, etc. to participate in human subjects research projects please contact Josh Avila joshavila@tamu.edu (TAMU HRPP/IRB) and or Cynthia Richmond cynthia.richmond@qatar.tamu.edu (TAMU-Q RO).
- 2) NOTE: External Investigators will not have access to iRIS

RESEARCH

- 3) TAMU HRPP/IRB personnel will contact the external researcher requesting the following information as applicable to each study:
 - a) IRB protocol/application**
 - b) IRB approval letter from a local Qatar IRB**
 - c) Study instruments (surveys, questionnaires, etc.)
 - d) Consent documents**
 - e) List of specific TAMU-Q Programs or personnel targeted for recruitment.
 - f) Letter of approval/support from the appropriate TAMU-Q authority (faculty, Program Chairs, Dean, etc.)
 - g) Verification that this project does not involve collaborative research with any Texas A&M University faculty, staff or student. This means that no TAMU-Q personnel will be involved in collecting research data or carrying out the research procedures.**
- 4) NOTE: TAMU-Q personnel may inform prospective subjects about the availability of the research project or provide the researcher's contact information but they may not obtain consent or act as an agent of the researcher.
- 5) Any collaborative research will follow the approval method described in Section A.
 - a) Please submit the required documents to the following email: irb@tamu.edu.
 - b) Once TAMU HRPP/IRB reviews the required documents, an official determination letter will be issued to the external researcher.

** Denotes mandatory documents

E. TAMU HRPP/IRB Contact Information:

Aliese Seawright – HRPP Director a.seawright@tamu.edu

Josh Avila - HRPP Coordinator joshavila@tamu.edu

TAMU IRB irb@tamu.edu

F. TAMU-Q RO compliance related questions, contact:

Liberal Arts - Cynthia Richmond cynthia.richmond@qatar.tamu.edu

ECEN, MEEN, CHEN – Sara Poremski sara.poremski@qatar.tamu.edu

Science, PETE - Anu Kuriakose anu.kuriakose@qatar.tamu.edu

TAMU-Q Staff and non TAMU-Q PIs – Cynthia Richmond cynthia.richmond@qatar.tamu.edu

IACUC related - Cynthia Richmond cynthia.richmond@qatar.tamu.edu

Bio Safety related – Aaron Scheffler aaron.scheffler@qatar.tamu.edu