## UB Social and Behavioral Research Support Office (BRO)

## Purposes of the BRO

Providing training to researchers in the regulatory framework that underpins human subjects' research Guide researchers through the IRB process and preparation of human research documents (Navigators) Assist with the scientific review process for SBS studies

**Training and Guidance** Website/Guides Created Class/Department Lectures (10, so far) Direct Assistance Researchers contact the BRO Cold Contact to ~100 Researchers with IRB submittals in process Mostly Pre-Submittal 70% success rate In-depth Pre-Review of Materials

## Training and Guidance

BRO/CRO IRB
 Protocol
 Development
 Assistance
 Page

- Click Step By Step
- HRP-503 Guide



ho We Are Research Centers

#### Vice President Research and Economic Development > Research Services > Research Compliance > Human Research (IRB) > Social and Behavorial Research Office > IRB Protocol Development Assistance

Research Services

#### Research Services

UB Rates and Facts for Research Find Research Funding Prepare and Submit Your Grant Proposal Administer Your Award Commercialize Your Research Animal Research

#### Research Compliance > Conflict of Interest

 Human Cocarcin (IKB)
 Social and Behavorial Resea Office

> > IRB Protocol Development Assistance

> > esentation

Human Research

- > Contact
- Click Portal IRB and Managing Compliance
- Policies and Procedures (Toolkit)
- > Stem Cell Research Oversight
- > Contact
- > IACUC
- Export Compliance
  Training

#### Locate Facilities and Equipment for Research & Development

#### Related Links

- > Biological Safety
- > Hazardous Chemical Wastes
- > Radiation Safety
- > HIPAA Information

#### IRB Protocol Development Assistance

These collected resources can help when you're developing IRB protocols and related materials. If you have further questions after reviewing these materials, please contact our office. We also encourage students and residents to work with their advisors during this process.

- The principal investigator (PI) should write the protocol because he or she understands the project and its purpose.
- 2. Start with the protocol because other documents build on that information.
- Other documents to create early in the process include the data collection instruments.
- If you're new to this IRB process, ask someone to review your protocol before proceeding to the other documents.

#### BRO/CRO Recomended Guidance Materials

- 😑 Guides for Material Preparation
- Click IRB Quick Reference (453 KB)

This quick reference helps with information common, and in Click IRB.

UB Click IRB Step by Step Guide.pdf (1.2 MB)

What a step-by-step guide to most common from the transactions. While we are still developing additional sections for this guide, we did not want to delay publication of the sections that are complete.

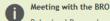
#### Click IRB Page

Quick references for some common transactions when using Click IRB.

Guide to HRP-503.docx (402 KB)

#### Click Portal Login

NFO FOR: Faculty and Staff Businesses



Behavioral Research Office hours: Monday—Thursday, 8 am—4 pm; Fridays: 8 am—2 pm. Appointments recommended although walk-ins are welcome.

Contact Information

Submitting	IRB
documents	

Please allow two months for your documents to be reviewed and approved,

so submit accordingly.

The guide contains directions, examples and sample text for filling out

## HRP 503 Protocol Guide

9.1 Describe when, where, and how potential subjects will be recruited.

#### **Discussion- Recruitment Methods**

Recruitment covers the identification of potential participants, any advertising, any pre-consent discussions and some sort of response from the participants to the recruitment. Privacy issues related to recruitment processes should also be addressed in this section. Just about every study has some sort of recruitment procedure. The only general exceptions to

Just about every study has some sort of recruitment procedure. The only general exceptions to this would be...

#### **B** Identification of Subjects:

1

- No information will be accessed/obtained in order to target recruitment. Participants who respond to the advertisement will come from...(the general public at large responds to the TV ad, anyone who clicks on the link on the website at <u>www.nnn.buffalo.edu</u>, persons who are read the in class recruitment announcement, etc.)
- **C** Methods of Communicating Recruitment Information:
  - 1 The **Flyers/signs/posters/bills** in attachment A will be placed on bulletin boards and hallways...(on the UB campus, at the East End Community Center, in teacher's mailboxes at East End Elementary School, etc.)

# Additional Information can be found at

<u>http://www.buffalo.edu/research/research-</u> <u>services/compliance/irb/sbro.html</u>

### **Contact Information**

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