

# 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

UB Research and Economic Development

SEARCH

INFO FOR: Faculty and Staff | Businesses

Who We Are | Research Centers | Research Services | Business & Entrepreneurial Services | Forms | Need to Know | Events

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

### Research Services

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

### Research Compliance

- > Conflict of Interest
- > Human Research (IRB)
  - Social and Behavioral Research Office
    - > IRB Protocol Development Assistance**
  - Human Research
    - Education, Training and Presentations
  - > 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.

1. 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.
3. Other documents to create early in the process include the data collection instruments.
4. If you're new to this IRB process, ask someone to review your protocol before proceeding to the other documents.

### BRO/CRO Recommended Guidance Materials

- 🔴 Guides for Material Preparation
  - 📄 [Click IRB Quick Reference \(453 KB\)](#)

This quick reference helps with information commonly found in Click IRB.
  - 📄 [UB Click IRB Step by Step Guide.pdf \(1.2 MB\)](#)

An illustrated step-by-step guide to most common Click IRB 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](#)
  - 📄 [Guide to HRP-503.docx \(402 KB\)](#)

Quick references for some common transactions when using Click IRB. The guide contains definitions, examples and sample text for filling out

**Click Portal Login**

**i Meeting with the BRO**

Behavioral Research Office hours:  
Monday–Thursday, 8 am–4 pm; Fridays: 8 am–2 pm.  
Appointments recommended although walk-ins are welcome.  
[Contact Information](#)

**i Submitting IRB documents**

Please allow two months for your documents to be reviewed and approved, so submit accordingly.

# 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 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 [www.nnn.buffalo.edu](http://www.nnn.buffalo.edu), 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

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

## Contact Information

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