Self-assessment for research training and certifications at TTUHSC.

This information is designed as a general overview of research compliance requirements prior to conducting research at TTUHSC. Please contact specific individuals below and view the appropriate web pages for complete information concerning research prerequisites.

Please review TTUHSC OP 73.08 for information about who can serve as a Principal Investigator for a research project or a grant overseen by TTUHSC.

Researchers requiring review by the Institutional Review Board (human subjects), Institutional Animal Care and Use Committee (vertebrate animals) or Institutional Biosafety Committee (biological or chemical agents) will be required to submit their research to the appropriate committee using the iRIS software system: An account can be requested here: https://www.sobrimedris.ttuhs.edu:8867/Login.jsp

1. In order to conduct research using vertebrate animals, a current approved Animal Care and Use Committee protocol is required for EACH project. Conduct of animal research requires CITI training (www.citiprogram.org) specific to the animals and procedures you intend to use. Enrollment in the Occupational Safety & Health Program is also required. For a complete list of requirements for the use of vertebrate animals in research please refer to http://www.ttuhs.edu/research/hrpo/acuc/ or contact Mandy Fair, the TTUHSC IACUC Administrator.

2. In order to conduct research using human subjects (including the use of identifiable human, tissues, and medical record reviews, surveys or questionnaires conducted for purposes of contributing to generalizable knowledge), an approved Institutional Review Board (IRB) protocol is required for each project. Prerequisites for submitting a protocol for IRB review include successful completion of the CITI (citiprogram.org) Biomedical Investigator Course and Conflict of Interest course. In addition an up-to-date financial disclosure document (see Item 9 below) is required. For a complete list of requirements for the use of human subjects in research please refer to TTUHSC’s Human Research Protection Program Manual found here or contact your local IRB Administrator—Kathy Thomas for research conducted by faculty at the Amarillo, Dallas or Abilene campuses; Karen Douglas for research conducted at Lubbock and Permian Basin campuses.


4. Research involving the use of Recombinant or Synthetic DNA requires approval from the TTUHSC Recombinant DNA Biosafety Committee (RDBC) before it is initiated. More information can be found here or by contacting Dr. Charles Faust, Chairperson of the RDBC.

5. Research utilizing any biological or chemical agent must be registered with the Institutional Biosafety Committee before it is initiated. More information can be found here or by contacting the IBC Administrator, Sara Grano.

6. If you wish to conduct research that will involve the transfer of information, technologies, or commodities to individuals (including US citizens) in a foreign country; or to foreign nationals on U.S. soil or if you intend to take
a laptop which contains data to a foreign country, you may be subject to Export Control laws. Additional information can be found here or you may direct questions to TTUHSC’s Export Control Officer, Chad Copeland.

7. If you wish to submit grant applications, you must be a full-time faculty member in good standing or have received an exemption. For a complete list of requirements for preparing and submitting grant applications click here. In addition, an up-to-date financial disclosure document (see Item 9 below) is required. For further information please contact the appropriate OSP staff member. OSP Contacts

8. Research involving human stem cells must be in accord with the guidelines established by the NIH - http://stemcells.nih.gov/policy/pages/2009guidelines.aspx; and be approved by the TTUHSC Stem Cell Committee. For further information please contact Dr. Jeff Thomas.

9. All Senior/Key personnel submitting grant applications and all personnel conducting research with human subjects are required to submit an annual financial disclosure statement to the Research Integrity Office. These statements are reviewed for the possibility of a financial conflict of interest in research which could [make questionable] the integrity of data collected. If the TTUHSC Conflict of Interest in Research Committee (COIRC) determines that a perceived or actual conflict exists, a Conflict Management Plan will be required. Before money can be spent for an awarded grant, all Senior/Key Personnel are required to complete the online CITI Conflict of Interest training found at citiprogram.org. The required financial disclosure form can be found here, TTUHSC’s Financial Conflict of Interest in Research policy can be found here or more information can be obtained from Dan Hardy, Chairperson of the COIRC.

10. In addition to financial conflicts of interest in research, there are, at times non-financial conflicts of interest or conflicts of commitment. These types of perceived or actual conflicts are reviewed by TTUHSC’s Conflict of Interest and Commitment Committee. Sonya Castro chairs this committee.


12. Commercialization/Tech Transfer: Commercialization and Tech Transfer activities are handled by the Office of Technology and Commercialization (“OTC”) at Texas Tech University. Please contact David Snow for additional information. https://www.depts.ttu.edu/vpr/commercialization/

13. Material Transfer Agreements (MTAs): The Office of Research (“OOR”) is the office designated by TTUHSC to review all MTAs for the transfer of various biological and research materials, for both incoming MTAs, where the TTUHSC is receiving research materials from other entities, as well as outgoing MTAs, where we are sharing the TTUHSC’s research materials with other entities. MTAs are reviewed by the OOR (sometimes in consultation with the OTC) to ensure MTAs protects certain interests of TTUHSC and its faculty. It is important that faculty researchers also review MTAs to make sure that they personally agree to comply with the terms and that the terms of the MTA are consistent with the objectives of their research. Further information on the MTA process can be found here.

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