

TEXAS SOUTHERN UNIVERSITY
3100 CLEBURNE AVENUE • HOUSTON, TEXAS 77004 • 713-313-7208



TO: All Principal Investigators, Graduate Faculty, Graduate Student, and Research Staff

FROM: Dr. Linda M. Gardiner, Director Research Enhancement and Compliance Services

Cc: Dr. Sunny Ohia, Vice President for Academic Affairs and Provost
Dr. Desiree Jackson, Chair, Committee for the Protection of Human Subjects
Dr. Sondip Mathur, Chair, Institutional Animal Care and Use Committee
Dr. Amruthesh Shivachar, Chair, Radiation Safety Committee
Dr. Jade Clement, Chair, Recombinant DNA Committee

DATE: July 22, 2009

RE: University Research Compliance Committee Application Notice

Please be advised that all research proposals submitted by Texas Southern University's (TSU) research faculty, research staff and graduate students that involve the use of animal models, human subjects, recombinant DNA, and/or radioactive isotopes must be approved by the respective University Research Compliance Committee (URCC). Principal Investigators may refer to TSU policies and procedures for the use of animals, humans, radioisotopes and recombinant DNA in research. The investigator may contact the Office of Research - Department of Research Enhancement and Compliance Services (DRECS) Director/staff or the respective committee chairs for an authoritative decision and/or advice on the application of the federal regulations and TSU policies.

The completion of applications and/or relevant forms and approval of protocols by the respective committee is mandatory and should be done before the submission of proposals to funding agencies, and before the implementation of any research project involving the use of human subjects, animal models, radiation or recombinant DNA. Hence, it is imperative that the appropriate application and/or forms are completed and submitted to the committees well in advance of rigid deadlines. Applicants should submit their applications one month in advance of scheduled committee meeting dates to allow ample time for the review process and approval notification. In cases where it is not clear whether the study requires committee review the DRECS or the respective committee may ask the investigator to send a memorandum by e-mail or hard copy detailing the proposed activity. In complicated cases, the DRECS or respective committee may ask the investigator to complete an application.

The Department of Research Enhancement and Compliance Services has implemented the TOPAZ Technology electronic system for the protocol submission, review, and approval processes for the Committee for Protection of Human Subjects (CPHS) and the Institutional Animal Care and Use Committee (IACUC). Therefore, all faculty, staff and students who are currently or are planning to use animals or human subjects must log on to submit their applications to the IACUC or CPHS. The DRECS communicates the decision of all research compliance committees to the investigator via the TOPAZ electronic management system, hard copy and/or email. For inquiries regarding the use of the TOPAZ system, investigators should contact Tequerio Larkins-Banks, Sr. Administrative Assistant for Research Compliance at Larkins_ts@tsu.edu or at 713-313-4301. To obtain a password for electronic protocol submission, investigators should email Mrs. Larkins-Banks the request with their full name including the middle initial, contact phone number and email address.

The following links contain reference guides for instructions on how to use the online TOPAZ application system for the use of animal and human subject research; and the application forms for the use of radioactive isotopes and recombinant DNA. Investigators may also find the link to the OR-DRECS website, policies, procedures, training manuals, safety manuals, other support forms and relevant information for the respective committees in the list of links. Thank you in advance for your consideration and cooperation.

Office of Research:

- www.tsu.edu/research

Department of Research Enhancement and Compliance Services:

- <http://www.tsu.edu/pages/2684.asp>

TOPAZ Website and Quick Reference Guide:

- <https://tsuhhtopweb.tsu.edu/TOPAZEnterprise/>
- [Quick Reference Guide TOPAZ Protocol Requests.pdf](#)

Committee for the Protection of Human Subjects (CPHS)

- [Humans - Creating Protocol Requests.pdf](#)

Institutional Animal Care and Use Committee (IACUC)

- [Animals - Creating Protocol Requests.pdf](#)

Radiation Safety Committee

- [Application for the Use of Radioactive Substances](#) (Word)
- [Radiation Safety Training Manual for TSU](#) (Word)

Recombinant DNA Committee

- [Recombinant DNA Registration Form](#) (Word)
- [Recombinant DNA Safety Manual](#) (Word)

Additional Committee Resources

- [Compliance Committee Members Contact Information](#) (Word)
- [Research Centers and Core Facilities](#) (Word)
- [URCC Graduate School Approval Form](#) (Word)