

**UTMB Computer Based Training Program Description
Institutional Review Group Approval Form**

Program Name/Topic			
This program is:	<input type="checkbox"/> New	<input type="checkbox"/> Existing (Version #)	
Is/Will this program be developed:	<input type="checkbox"/> Internally (UTMB)	<input type="checkbox"/> External Vendor	
Funding Source:		Amount:	
Coordinator Name			
Coordinator Contact Information	Email:		Telephone:
Reason for Program (goals)			
Course is (check one):	<input type="checkbox"/> Required	<input type="checkbox"/> Optional	
Intended Audience by Entity			
Intended Audience by Job			
If Required, State Why and Attach Description Document , including the requirement is for new employees. (policy, law, regulation, etc.)			
Time Requirements (how often to take & how long is the course)			
Are the time requirements stated in any law, policy, regulation, etc.?	<input type="checkbox"/> Yes If yes, please attach a copy of the documentation.	<input type="checkbox"/> No	
Consequences (what happens if we don't have people take the course? What is the exposure cost to the institution?)			
How will the course be evaluated?			

Course Learning Objectives					
Course Modules/Structure					
Is there a Pre-Test/Post-Test?					
Computer Skill Level Needed	<input type="checkbox"/> None	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	<input type="checkbox"/> Not Known
Learning Skill Level Needed	<input type="checkbox"/> Not Known	<input type="checkbox"/> High School	<input type="checkbox"/> College	<input type="checkbox"/> Advanced Degree	
What kind of access to computers does the recommended audience have?					
How is this material being delivered now?	At UTMB?		Outside of UTMB?		
Submitted By:			Date Submitted:		
IS Committee Decision	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Pending (See Description Below)		
Date of Decision:	Comments:				