

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

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

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:				