

# Web-Based Tracking System Help

UF | Institutional Review Boards **Web-Based Submission Tracking**

Links to our IRB websites:

- IRB Home
- IRB-01: Gainesville Health Science Center
- IRB-02: UF Campus/Non Medical
- IRB-03: Jacksonville Health Science Center
- IRB-04: Western IRB (WIRB)

Other Links

- Grant Review
- Glossary of IRB Terms
- Training Home

**Log In**

Enter your Gatorlink ID and Password

Gatorlink ID:

Password:

Note: You will be required to re-login after 2 hours of inactivity.

Enter your **Gatorlink ID** (user name) – *not* your name or UF ID#. If you have not obtained a Gatorlink user name you may do so at:

[https://my.ufl.edu/psp/ps\\_pwd/EMPLOYEE/EMPL/c/UF\\_PA\\_GL\\_A\\_CCT\\_MGMT.UF\\_PA\\_SS\\_GL\\_CREATE.GBL](https://my.ufl.edu/psp/ps_pwd/EMPLOYEE/EMPL/c/UF_PA_GL_A_CCT_MGMT.UF_PA_SS_GL_CREATE.GBL)

You must have a UF ID # to obtain a Gatorlink ID. If you do not have a UF ID# you may contact Michelle Canavan in DSR at 392-4803. You must tell her what IRB protocol you are associated with and give her your birth date and social security number.

Password = your Gatorlink password – not the password you may have submitted to the IRB office for use of our older “web functions” system.

NOTE: Do not share your Gatorlink password with anyone!  
University policy states:

Users are responsible for any activity originating from their accounts which they can reasonably be expected to control. **Accounts and passwords may not, under any circumstances, be used by persons other than those to whom they have been assigned** by the account administrator

(<http://www.it.ufl.edu/policies/aupolicy.html>)

## Web-Based Tracking System Help

Once you log in the system the "Studies List" page will appear and display *certain studies*\* that your account is associated with.

\*Study types that are listed include studies that are considered Active, Disapproved, Exempt, HDE, Pending, Suspended and Expired. Terminated, closed, and expired/non-renewable studies are not displayed.

If no studies are visible and you know you are listed as an investigator or coordinator on one or more studies, then one of several problems exist: (1) we do not have your UF ID # on file, (2) your name appears more than once in our database and the incorrect account has been assigned to studies (we have worked hard to eliminate these occurrences but some remain in the database), and/or (3) your study is closed, terminated, or has been moved to expired/non-renewable. Please contact your IRB office to assess the situation.

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[RGP Home](#) | [Sponsored Research](#) | [Technology Licensing](#) | [Contact the Webmaster](#)

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**Please Note -**

This page lists all of the active or expired full Board and Expedited projects that you are associated with as an investigator or coordinator. The studies are listed with the ones that will be expiring the soonest on top.

The "Study #" listed in the left hand column is our IRB #. The letter indicates which IRB approved the study: H = IRB-01, U= IRB-02, and J= IRB-03. The next number is our sequence number, followed by the year that the study was originally submitted. Please contact the IRB office if you believe different studies should be visible.

**Studies List**

Study	Role	Expire Dt	Status	Review	Details
H-12-2006	COORD	01/22/2007	Expired	Expedited	<a href="#">Details</a>
H-356-1992	COORD	07/12/2007	Active	Expedited	<a href="#">Details</a>
H-18-2007	COORD		Pending	Full Board	<a href="#">Details</a>

[Return to Login](#)

## Web-Based Tracking System Help

If you click on the Details link for a study you will go to the “Event Details” page where you will see a modified view of certain information in our database. The RcvdDt column is the date that we received your submission, not the date on your submission (the dates rarely match and are sometimes quite different). The ActionDt column is the day the item was reviewed, not necessarily the date that a letter was generated. Please note that the dates listed in the “RcvdDt” column, while typically oldest on top newest on bottom, can jump based on the submission type if an earlier submission had a “needs reply” type action (Explicit Changes, Tabled, Suspended, etc). Submissions requiring follow-up are kept together for ease of review.

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**Please Note -**

If the date listed in the "Action Date" column is blank, then the submission has not been reviewed at this time. If a date is listed in the "Meeting" column then the submission is scheduled to be reviewed at the full Board Meeting scheduled on that date.

If the date listed in the "Action Date" column is the same as the date listed in the "Meeting" column, then this item was reviewed at a full Board meeting on the date listed.

If the date listed in the "Action Date" column is different than the date listed in the "Meeting" column, then this item was reviewed by a Chair outside of the full Board meeting. Everything that Chairs review outside of the full Board meeting must be reported to the full Board via our "Informational Minutes." The date that is listed in the "Meeting" column is the date that the "Information Minutes" will contain information about the Chair's review of this submission. There is nothing you need to do.

**Event Details**

Study	RcvdDt	Type	SubType	Action	ActionDt	Meeting
H-12-2006	01/17/06	Expedited		Explicit Changes Required	01/22/06	
H-12-2006	01/27/06	Expedited	Explicit Changes Required	Sent to Exec	01/31/06	
H-12-2006	01/31/06	Expedited	Sent to Exec	Approved	02/01/06	03/01/06
H-12-2006	01/31/06	H Waiver of Auth		Approved	02/01/06	03/01/06
H-12-2006	01/24/06	Revision		Approved	01/28/06	03/01/06
H-12-2006	02/27/06	Revision		Approved	03/02/06	04/05/06
H-12-2006	05/12/06	Revision		Approved	05/17/06	06/21/06
H-12-2006	01/24/07	Expired				

Sorting Order typically occurs on the third column then the RcvdDt column. Pay careful attention if you are searching for the status of a particular submission and your project has had a lot of activity.

Notice how the dates jumped backwards when the submission changed.

## Web-Based Tracking System Help

Of important note on the final two columns: “ActionDt” and “Meeting”. The date listed in the “ActionDt” column is the date that the IRB (Chair or full Board) officially took the action listed in the “Action” column. The date listed in the “Meeting” column, if present, indicates the date that the full Board will consider the information in the submission. Some investigators like to be present when the full Board discusses their submissions, or are concerned if a minor revision appears to be going to the full Board. As the note indicates at the top of the “Event Details” page, the way dates appear tells something about the review of the project.

- (1) **meeting date listed but NO action date listed:** means the item is scheduled to be reviewed at the meeting listed. Note: actions are typically updated continuously throughout the meeting (provided we have an internet connection). As a result you may log on to this system throughout the meeting to see the status of the reviews.
- (2) **Meeting date and action date listed and IDENTICAL:** item was reviewed at full Board meeting and had the listed action taken.
- (3) **Meeting date and action date listed but dates are DIFFERENT:** item was reviewed outside of full Board and results of the Expedited review are being forwarded to the Board via the office’s “Informational Minutes”. All Expedited decisions are communicated to the Board via the Informational Minutes. There is nothing the PI needs to do or worry about!

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**Event Details**

Study	RcvdDt	Type	Sub type	Action	ActionDt	Meeting
H-356-1992	09/23/92	Full Board		Approved	11/30/92	
H-356-1992	10/30/98	Cont Review		Approved	11/18/98	11/18/98
H-356-1992	10/30/98	Revision		Approved	11/18/98	11/18/98
H-356-1992	07/01/99	Miscellaneous		z NAN Member	07/10/99	08/04/99
H-356-1992	11/01/99	Cont Review		Approved	11/17/99	11/17/99
H-356-1992	11/01/99	Revision		Approved	11/17/99	11/17/99
H-356-1992	10/30/00	Cont Review		Approved	11/08/00	12/06/00
H-356-1992	12/12/00	Revision		Approved	12/18/00	01/03/01
H-356-1992	11/19/01	Expired		Suspension lifted	11/27/01	
H-356-1992	11/19/01	Cont Review		Problem	11/20/01	
H-356-1992	11/19/01	Cont Review	Problem	Approved	11/27/01	12/19/01
H-356-1992	11/19/01	Revision		Approved	11/27/01	12/19/01
H-356-1992	11/12/02	Cont Review		Approved	12/04/02	12/04/02
H-356-1992	11/12/02	Revision		Approved	12/04/02	12/04/02
H-356-1992	10/21/03	Cont Review		Approved	10/25/03	12/03/03

