

IRB Website <http://rgp.ufl.edu/irb>

IRB InvestiGATOR

University of Florida Institutional Review Boards

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Avoid Study Expiration

Studies that require full Board Continuing Review MUST be re-reviewed and approved at a convened meeting of the full Board. The IRB Chair, the IRB Office, or the UF administration cannot extend approval of a study beyond the IRB approval period. If a study expires because full Board review has not occurred, the study is automatically suspended, and funding for the study is frozen by DSR. These actions are mandated by Federal regulations, not by the IRB.

To prevent expiration and frozen funds, a complete Continuing Review Report must be submitted early enough that, BEFORE approval expires, full Board review can be scheduled and any issues the Board may have can be resolved. To assist PIs, the IRB reports the expiration date BOTH in the approval letter AND on the Informed Consent Form. Also, the IRB sends a reminder BOTH 60 days AND 30 days before approval expires.

The ultimate responsibility for conducting and obtaining IRB approval of a study lies with YOU. Don't let your study get suspended! The salary you save may be your own!

IRB Forms Must Be Typed

Effective immediately, the IRB requests that all IRB submissions be typed and will no longer accept handwritten submissions. As noted at the IRB-01 website <http://rgp.ufl.edu/irb/irb01/>, the quality of IRB submissions must meet conventional academic standards. Every IRB form can be downloaded from our website, and your individual responses can be **typed** into the allocated spaces on the form. The only exception is handwritten case reports and/or deviation reports if they are included as attachments to the IRB submission.

IRB Training Initiative: What do you need to know?

The IRB is interested in your input into the planning of its education and training calendar. You can add your input, including suggestions for educational programs, by completing the IRB Educational Needs Assessment (ENA). The ENA can be accessed through the main IRB website or directly at http://rgp.ufl.edu/irb/Needs_Assessment.rgp.

Training Database

The IRB is taking training to a new level. We have designed a database to keep an electronic record of your attendance at IRB-related training programs. Submit copies of your certificates and/or other proofs of attendance to Michele Silver, M.Ed., at the IRB, Rm. AG 137, Health Science Center.

Telephone Number Changes

If your telephone number has been changed, you must update your Informed Consent Forms to indicate the change. Subjects enrolled **after** the change should be consented with the **updated** Informed Consent Form. All previously enrolled subjects must be notified individually about a new telephone number so that, if necessary, they can reach study personnel with questions or in emergencies.

Links of Interest

- National Institute of Health (NIH)
<http://www.nih.gov/health/>
- Office for Human Research Protections
<http://ohrp.osophs.dhhs.gov/>
- Office of Research Integrity (ORI)
<http://www.ori.hhs.gov/>
- Food and Drug Administration (FDA)
<http://www.fda.gov/>

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