As of May 1, 2016, IRB02 online submission (via myIRB) of ALL NEW STUDIES is MANDATORY.

- Paper submissions for new studies will no longer be accepted.
- Revisions and continuing review of studies approved under the legacy paper system will continue to be handled in the legacy system.

What should you be doing to prepare for submissions?

1. **Read about the system.** Although myIRB now includes a “path” specifically for IRB02, the format for the online system is quite different from the traditional paper-based system you’re used to. In addition to the Researcher Manual for myIRB that is relevant for all researchers, we’ve developed a brief Introduction to myIRB for Social and Behavioral Science Researchers, which describes the system from the perspective of IRB02 researchers. Both of these should be read prior to tackling the system.

2. **Install and Configure the VPN.** If, as will be the case with most IRB02 researchers, you’ll be accessing myIRB from a computer outside of the Health Science Center (HSC), you will need to be connected to the internet via the Virtual Private Network (VPN) by Cisco AnyConnect. Many of you will already have the AnyConnect VPN on your campus and personal computers. Importantly, you don’t need to configure it for the Health Science Center VPN; your Gatorlink VPN will work as well. Importantly, AnyConnect must be configured to communicate with (at least) one of those servers. To install and configure the VPN for UF-managed systems, however, your administrator will likely need to be involved.

3. **Register with myIRB.** To access the system as an investigator and begin the process of creating a study submission, you need to register within myIRB as a researcher. It may take several days for the application to be processed, so be sure to register as soon as possible.

4. **Join the IRB02 Listserv.** We have created an email listserv specifically for IRB02 researchers, called IRB02-Investigators-L@lists.ufl.edu. To add
yourself to the list, send an email to LISTSERV@LISTS.UFL.EDU, with the text below in the body of the email (the subject line is for your own information):

Subscribe IRB02-INVESTIGATORS-L Your Name

with your own name in place of “Your Name.” Nothing in the line is case-sensitive.

**Uncertain about Exempt Status?** You may already have a good sense of whether your research might qualify for one of the exemptions under the regulations (45 CFR 46.101(b)), but try to be “liberal” in making the call for new studies. The most common exemptions for social and behavioral research are for “regular” educational and instructional practice (#1), non-sensitive surveys and interviews (#2), and access and analysis of existing data records (#4), among others.

**Studies of existing data records.** Within myIRB, studies that may qualify for the “existing-data” exemption are considered a separate category of “Review Type” than other exemptions, and should be submitted as Retrospective Data / Chart Review. See the myIRB description of different Review Types for more guidance. *(NOTE: Certain de-identified or coded data sets may qualify as “not human subjects research” rather than exempt; these are a separate category that are also submissible under the “exempt” path in myIRB.)*

Regards,

Ira Fischler
Chair, IRB02