New Study Submission Process

As of January 1, 2014, we are no longer accepting paper submissions of proposed new studies for review by IRB-01. All proposed new studies for IRB-01 must be submitted electronically via myIRB.

A great resource for the myIRB system is the Research Manual. Our Researcher manual provides instructions with screen shots on everything from (1) submitting a new study, revision, adverse event, continuing review, to (2) responding to "needs reply" requests from the IRB (i.e. your submission gets tabled). The manual may be found on the login page of myIRB and http://irb.ufl.edu/myIRB/index.html

IRB-01 announced mandatory training in October 2012; however, some individuals still need to take the necessary training. Information regarding this training is found here: http://irb.ufl.edu/myIRB/index.html

All existing paper studies will continue in the paper path at this time. Additional information regarding the conversion of existing paper studies to myIRB will be released at a later date.

HIPAA for Researchers Training

This training must be completed annually. Please verify that your HIPAA training is up to date as most individuals' training will expire on the 28 February 2014.

Please note the expiration of this training will prevent you from being able to agree to participate in myIRB and submit a study EVEN if you have previously agreed to participate or submitted a study.

Please note there is a time delay between taking the training and the system updating your training and we are unable to control the system updating. It can take several business days for any training to update. Please update your training now through the myUFL education portal.

What is non-human research?

Choose a non-human review when submitting a proposed new study for review if you are receiving de-identified samples or data for analysis. The data cannot contain any of the HIPAA identifiers including dates. If the data is coded or if the person giving you the data or samples has any identifiers a Confidentiality Agreement between the Principal Investigator and the person supplying the data or samples is required. The Confidentiality Agreement is available under the alphabetical listing of documents at http://irb.ufl.edu/irb01/forms1.htm.