**MyIRB Tips**

1. **Responding to Reviewer Notes**
   - Please respond to the reviewer notes, change the SmartForm items and make necessary changes to attachments if applicable.
   - If a reviewer asks you to change a SmartForm question, you will also need to go to the specific question and change your response or provide additional information *directly* on that SmartForm page; responses to reviewer notes inserted in the pop-up window will disappear and will not transfer onto the individual SmartForm page once the study is approved.
   - You must respond to all reviewer notes in order to *Submit Changes*.


2. **Uploading Revised/Tracked Microsoft Word Documents**
   - Reviewers can identify changes made to previously reviewed documents more efficiently if documents are attached with changes tracked, not highlighted.

   Microsoft Word automatically tracks insertions and deletions. Instructions for unlocking our forms and using the Microsoft Word track changes feature can be found on the IRB-01 website at [http://irb.ufl.edu/irb01/forms.html](http://irb.ufl.edu/irb01/forms.html).

3. **Sponsor Sources**
   - Many researchers selected “Other” for their Sponsor when they initially submitted their studies in myIRB because they could not find their funding source(s) on the dropdown lists. The myIRB IT team are continually updating the Sponsors’ database. Please check the Sponsors’ lists the next time you revise your project to see if your Sponsor is now listed and update the funding sections appropriately if applicable.
Unfortunately, the IRB has recently learned that the myTraining will not allow you take the IRB01 Local Training Refresher (IRB802) if your IRB01 Local Training (IRB800), or latest Refresher, has already expired. Please pay attention to the expiration date of your training if you would like to take advantage of the Refresher course. If not, you will need to retake the initial IRB Local Training course (IRB800), in its entirety.

*Please note that this issue is with the myUFL training system and is NOT an IRB or myIRB error.*