1. As requested by the research community, the Office of Research, Enterprise Systems, and Training & Organizational Development are now providing courtesy transcripts of research related trainings. Anyone with active research training in our systems will receive an email that (a) lists research trainings and (b) when they expire. This is a courtesy transcript and there is nothing that recipients must do. These courtesy transcripts will be sent in the middle of every December and June and started in mid-December 2017.

This courtesy transcript was developed because many researchers expressed frustration related to renewing their research related training. Issues cited included:
   a. Having to complete renewal trainings throughout the year: researchers asked if they could receive a list like this so they could complete all of their renewal trainings at once, rather than having to spread them out through the year as they expire.
   b. Expiration notifications: some courses do not send out warnings before they expire. A transcript like this allows investigators to plan in advance if they are so inclined.

Here is a sample of what the email looks like:

To: Chris.Cringle@ufl.edu
From: no-reply@research.ufl.edu
Subject: UF Training – Courtesy Summary of Research Training

This is a complimentary email digest of your research related training records. Please note any courses and/or certifications with upcoming expiration dates and renew them prior to expiration.

Please visit https://research.ufl.edu/training.html#transcript for details, FAQs and action links.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Expiration Date</th>
<th>Training System</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRB802</td>
<td>IRB01 Mandatory Local Training Refresher</td>
<td>2/28/2018</td>
<td>SumTotal (myTraining)</td>
</tr>
<tr>
<td>PRV801</td>
<td>HIPAA &amp; Privacy - Research</td>
<td>2/28/2018</td>
<td>SumTotal (myTraining)</td>
</tr>
</tbody>
</table>
If you have any questions, additional information is available at: http://research.ufl.edu/training.html#transcript or contact Michael Mahoney, the Director of Research Operations and Services, at (352) 294-2744 or mmahoney@ufl.edu.

2. For quite some time, many of you had to repeat the main IRB-01 Mandatory Training (IRB800) or the IRB-01 Mandatory UIA Training (IRB801) courses in their entirety because the myTraining system in myUFL would not allow you to take the IRB-01 Local Training Refresher (IRB802) if your IRB800, IRB801 or the latest IRB802 certificates had already expired. Fortunately, a new version of IRB800 and system corrections to the IRB training system were recently implemented. Please note the following:

a. IRB800 and IRB801 will have their expiration dates removed in the system only. These expirations have caused problems for researchers who need to renew or take the Refresher IRB802 every three years.

b. IRB802 will no longer have a pre-requisite of IRB800 or IRB801. The prerequisites have prevented retraining when they expired.

c. Completion of IRB800, IRB801 and IRB802 will add users to a training audience, which will enable expiration reminders to all members of the audience. Reminders will be sent 90, 60, 30, 3, 2, and 1 days before expiration.

3. All researchers who intend to conduct international research are now required to complete an online international research tool on the Office of Research website. This form should be completed prior to when you submit your study. Michael Mahoney’s review and approval via email will no longer be required prior to submission; he will now be triggered as an ancillary reviewer and will need to review your online responses and your study in myIRB simultaneously.

QUESTION OF THE MONTH

The study sponsor sent us a notification letter that was sent to research subjects in response to a reportable event. How do I submit this in myIRB? Should I submit a revision?

A copy of the notification letter should be submitted as a miscellaneous item, not as a revision. This is done by creating a reportable event and checking the Miscellaneous box in Q1.0 of the Reportable Event SmartForm page as shown below.

For instructions for submitting a new reportable event, please refer to pages 28 – 33 of the myIRB Researcher Manual.
IRB Education Opportunities

IRB

Basic

BOOTCAMP

(PART 2)

Presented by:
Ivana Simic, PhD
UF IRB Educator

1/31/2018
Broad Building, Room 104
Noon – 2:00 PM

LEARNING OBJECTIVES:

Upon completion of this activity, participants should be able to:

• Describe when, why and how to submit a new reportable event
• Describe when, why and how to submit a new continuing review or study closure
• Describe when, why and how to submit a new revision
• Discuss when, why and how to copy a study.

For additional information, or to RSVP, contact Ivana Simic at 352-273-9604 or e-mail isimic@ufl.edu.

Holiday Humor

All UF IRB offices will be closed from 12/25/2017 – 1/1/2018. Normal business hours will resume on Tuesday, January 2nd.