Happy New Year everyone! 2015 was a year of a lot of changes within the IRB office and for researchers submitting to the IRB Office. 2016 promises to keep the changes going starting with mandatory conversion of eligible paper studies in to myIRB, getting IRB-02 and IRB-03 fully integrated, and more than likely other changes I’m not even aware of at this moment, but are sure to come.

I want to thank everyone first for your patience and collaboration with me, as a newbie, I am still learning my way every day. Second, for enduring all of the changes we’ve had thus far, because we do acknowledge there is also added work on your end to help accomplish our goals. Last, but not least by any means, a special thanks to the IRB Office staff and myIRB developers for their help, support, and commitment toward implementing the changes we’ve had, if it weren’t for them, none of this would be possible.

We are looking forward to a productive 2016, and as always, we are here to assist with your research needs.

With sincere appreciation,
Sherri Mizrahy

MyIRB Updates

1. Mandatory conversion of studies in paper to myIRB will be implemented in May of 2016 for actively accruing studies. Investigators and research teams should begin to evaluate all paper studies which will have a Continuing Review due in May and begin the conversion process in February and March to avoid study expiration.

Why is there a push to get studies converted electronically?

i. The university has invested in several more CLICK modules to streamline communication among the various research entities (DSP, Compliance, IRB, etc.)

ii. There is a university-wide initiative to be “green” and cut down on wasted paper

iii. The database for the paper studies was a home-grown creation and can no longer be supported with current technology

Please be sure to attend the January 13th IRB Brown Bag presentation for helpful information on how and when to begin the conversion process.
2. Effective **February 8th 2016**, all new studies in the pre-submission state and created prior to January 1st 2015 will be administratively withdrawn from the system. The administrative withdrawal is required for the following reasons:

   i. Studies sitting in pre-submission for over a year will not have any system updates incorporated within the SmartForms.

   ii. These studies are included in metrics reporting.

   iii. The study staff initially added to the study may no longer be affiliated with UF.

   iv. The attached protocol and consents may not be current which will result in regulatory non-compliance.

This clean-up will occur annually. No other project types will be affected at this time.

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1. **REMINDER: HIPAA for Researchers Training** is due to expire on **2/29/2016**. Please renew your training prior to expiration to avoid the crisis of not being able to submit your study. New study submissions and revisions to add staff can only be submitted if all study staff have “Agreed to Participate”. This activity can only be completed if all of the IRB-01 mandatory training is up-to-date.

2) **CITI Training expiration notifications:** Some researchers have contacted the IRB-01 office regarding CITI expiration notification emails. These notifications are coming from the myUFL Training system, NOT myIRB. The IRB is not requiring researchers to retake the CITI training.

   The only training researchers need to be cognizant of is the annual **HIPAA for Researchers** and the **Local Refresher Video** 3 years after the original one was taken.

Instructions on how to navigate through myUFL to complete these required trainings can be found at [http://irb.ufl.edu/irb01/irb-01/trainreq.html](http://irb.ufl.edu/irb01/irb-01/trainreq.html).

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**IRB Education Opportunities**

~January 2016 Brown Bag Series~

Broad Building, Room 104

Noon - 1:30 PM

January 13, 2016

“Conversion from Paper to myIRB… It’s Mandatory”

By

Sherri Mizrahy
Assistant Director
University of Florida IRBs

**OBJECTIVES:**

- Timeframe
- Why Convert?
- Convert or Close?
- Piggy Banks
- myIRB Conversion Process

RSVP: Ivana Simic
IRB Educator
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*February 2016 Brown Bag TBA*
QUIZ

Which of the following individuals would be considered engaged in research?

A. A ICU nurse who obtains consent and draws blood for research

B. UF faculty, staff, and/or students who analyze existing specimens with identifiers without direct contact with subjects

C. A biostatistician outside of UF contracted to analyze identifiable data and will be acknowledged in a publication

D. A professor who allows a collection box for anonymous surveys be placed in his/her classroom but has no active role in the study

*Quiz Answers: A, B and C*