myIRB Update:

You must go into the “Edit Modified Study” link on the Revision Summary page to revise a new study application and/or attachments. Unfortunately, many researchers have accidently deleted attached protocols and ICFs during this process. To ease this frustration, the DELETE button was removed during the November 5th patch. Please see the screen shot below.
Converting Paper Studies to myIRB Tips:

The IRB-01 conversion of paper studies to myIRB went “live” in June 2015. As with any new process, there have been a few kinks. Please bear with us; IRB-01 is continuing to work to iron these kinks out to prevent studies from being sent back to investigators after an office pre-review and prolong approval of the study. Here are some tips so this process can be less cumbersome for all:

1. **Time is of the essence:** The 90- and 45-day expiration notifications for the paper studies will provide a link to the full conversion instructions. It is highly recommended that you start the conversion process within 90 days of study expiration. (VA study investigators will also receive an email from the HRPP office requesting you to begin the conversion process 120 days prior to expiration).

   *If your study will expire in less than 45 days, do NOT submit a conversion submission in myIRB as it may not be approved prior to expiration. You will be able to convert at a later time point without penalty.*

2. **A new study in myIRB:** The new myIRB study will be an electronic version of the pre-existing study as it is currently run and will need to be brought up to date to IRB-01’s current standards. The myIRB study will be reviewed as a new study. Please note the following:

   - **Minor changes may be needed:** The new study will need to be updated to account for changes in study staff, study site, current procedures, etc. (This is not a revision; please do not submit the initial protocol, etc. with tracked changes).
   - **Additional documents may be needed:** Phone scripts for use with advertisements, a Waiver of Documentation of Informed Consent to collect PHI during a phone screen, etc.

3. **After creating the new myIRB study, Investigators MUST do the following:**

   - Indicate the submission is a conversion of a paper study on the Legacy Paper Determination SmartForm page.
   - Indicate the following on the Legacy Paper Conversion SmartForm page:
     - The previous IRB#
     - Attach the appropriate completed and signed Continuing Review Report for the paper study including a copy of the last signed ICF (with participants’ names blacked out), AE and deviation tracking logs, publications, DSMB report, and current ancillary reviews for RAC, HURRC, or COI as applicable.
   - Submit the new study for review; deadlines will still apply for Full Board studies.
   - Email notifications will be sent to the PI (and Coordinator) if changes are needed.
   - Once approved, the approval letter will indicate approval for the myIRB study AND indicate the paper study has been converted. All future submissions MUST be submitted within myIRB.

   *NOTE: REVISIONS CANNOT BE MADE TO THE PAPER STUDY DURING CONVERSION *
For complete conversion instructions please refer to http://irb.ufl.edu/irb01/forms/converting-paper-studies-to-myirb.html. The conversion process will also be a topic at the January 2016 Brown Bag. Details will be announced in next month’s INVESTIGATOR.

"?? Got Questions ??"

Please contact the IRB offices if you have any research questions. When questions are study specific, please provide the myIRB or paper study number if available. This will help expedite IRB staff’s ability to provide assistance.

For assistance please call the UF IRB main offices at:
IRB-01 (UF HSC, Gainesville) ~ (352) 273-9600
IRB-02 (UF Campus/Non-Medical) ~ (352) 392-0433
IRB-03 (UF HSC, Jacksonville) ~ (904) 244-9478

A Giggle to Tickle your Turkey Bone