Tracking Your Submissions in myIRB

The IRB offices receive frequent phone and email inquiries regarding the status of their submissions in myIRB. The state of your submission, whether it is a new study, revision, continuing review, etc., can be tracked by looking at the bright orange box below the Current State heading in the upper left corner of the submission workspace.

An overview of the states of your submission is as follows:

**Pre-Submission** – The submission has not been submitted. *Action is required by you* (i.e., all study staff must “Agree to Participate” and/or required responses must be provided to clear error messages).

**IRB Staff Review** – IRB staff pre-review is in process. You may receive questions you need to respond to before it moves past this state. *No action is required by you* when the study is in this state.

**In Exempt Review** – The submission has been assigned to an exempt reviewer. *No action is required by you* when the study is in this state.

**In Expedited Review** - The submission has been assigned to an expedited reviewer. *No action is required by you* when the study is in this state.

**In Ceded Review** – IRB staff has taken ownership of a ceded study and has assigned it to an executive ceded reviewer.

**Assigned to IRB meeting** – The submission has been assigned to a meeting and reviewers. You may receive questions from the reviewers; however, in order to make you changes you will need to contact the IRB office to request **Removal From Agenda** so the study can be sent back to you in an editable state. Please note that you
should remove submissions from the agenda with caution. Your study may not be reassigned to the same meeting if you do not resubmit your changes within the timeframe permitted by the IRB office.

**Changes Requested by…**IRB Staff, Reviewer, or Ceded Reviewer – When the IRB staff or reviewers have questions or request changes, studies will be returned to the PI/study staff inboxes.

**In Expedited Review IRB Staff Action Required** – When the submission is sent back to IRB office staff after review is complete. The submission will then move into a state for requesting changes from the PI/study team or for approval.

**Contingencies Pending** – The submission is with the PI/study team to take action after it was reviewed and deemed approvable IF specific or explicit changes are submitted.

**Designated Reviewer Contingency Review** – Contingency changes have been submitted and have been assigned to a specific reviewer because the changes were not explicit or submitted exactly as requested by the reviewers.

**Awaiting Site Materials** – IRB office pre-review has been done, all ancillaries have submitted their approval, and an Acknowledgement Letter stating that UF IRB has agreed to cede IRB review has been sent to the PI/study staff. While in this state, the PI/study staff will not be able to make changes to the submission; however, they can proceed with submitting the Acknowledgement Letter to the Overall PI to add UF as a participating site.

**Awaiting Correspondence** - The submission has been approved and the approval correspondence is in queue to be generated by IRB office staff.

**Approved** – The submission has been approved, approval correspondence has been finalized by IRB office staff, and study procedures can commence.

**Expired** – The study has expired prior to submission of the continuing review. If a continuing review is not submitted within 30 days of the study expiration date, the study will move into expired non-renewable and there will only be an option to submit a study closure, not a continuing review. If the PI would like to continue with the project, a new study will need to be submitted.

**Expired – Continuation in Progress** – The study has expired; however, the continuing review was submitted within 30 days of the study expiration and is recognized as being in process in the myIRB.

**Closed** – A study closure has been submitted and approved by the IRB.

**Withdrawn** – A submission has been administratively withdrawn from myIRB or withdrawn by a member of the study team.

### Final 2017 Full Board Meeting Dates

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<thead>
<tr>
<th>Meeting Date</th>
<th>Deadline Date BY 12 PM</th>
<th>Deadline Exception for Items Tabled at Previous Meeting TUESDAY 5PM</th>
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<td>IRB-01</td>
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Helpful Information

1. When revising an ICF in myIRB, please click on the **UPDATE** button and attach the MS Word document showing all tracked changes. Please **do not ADD** a new document.

2. When you **UPDATE** documents such as protocols and ICFs in myIRB, please also revise the footer so that IRB staff and reviewers can readily determine the changes made between multiple versions.

3. Many researchers use the short ICF with or without HIPAA for minimal risk behavioral/survey or blood draw studies. Page one of this form provides the elements of consent (i.e., why the study is being done and what will happen if subjects participate, study participation duration, etc.) as a bulleted item list. To prevent the study being returned to the PI, please ensure that study-specific information is inserted below each bulleted item.

**HIPAA Humor**

"According to your HIPAA release form I can't share anything with you."

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**IRB Education Opportunities**

**myIRB**

Presented by:  
*Ivana Simic, PhD*  
UF IRB Educator

11/08/2017  
Broad Building, Room 104  
Noon – 2:00 PM

**LEARNING OBJECTIVES:**

- myIRB navigation for new study submissions

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