Go to:  https://my.irb.ufl.edu/

This takes you to the Gatorlink Authentication page. Enter your Gatorlink username and password:

- Enter your username and password.
- Click the “Login” button.

Call (352) 392-HELP for assistance with your Gatorlink username and password.
If you successfully login you will be taken to your “Home” page, where it displays your regular “workspace”.

Step 1: Does this bar read: “Dept/Div Approver”? If not, click the Dept/Div Approver activity

“My Inbox” shows studies that require Department Approval in order to forward to the IRB

These are the studies that need dept approval

http://irb.ufl.edu/myIRB/cs-deptapprover.docx
IRB version 07/30/2012
Click on the study title to go to the study workspace.

Basic study info: PI, Type of research, funding, and Brief summary (if PI entered one)

You can view the study with either of these buttons. Printer version opens the entire study in 1 window. Or, you can open the protocol and the consent form directly from the attachments tab.

http://irb.ufl.edu/myIRB/cs-deptapprover.docx
IRB version 07/30/2012
Once you’ve review the study, are you
• ready to approve it, or
• do you want to send it back to the PI?

Click here to Approve
Click here to Return to PI
Click here to send an email to the study team. NOTE: Your message will be recorded in myIRB. However, any email responses will only go to your normal email program.

If you click “Issue Departmental Approval, the following window appears:

Note the PI’s department
Click which department you are approving for (some people might be authorized to approve for more than one).

Scroll down and click “OK”. The study is instantly forwarded to the IRB staff.
If you wish to return it to the PI, click the “Changes Requested by Department Reviewer”, after which the following window appears:

Enter any comments for the PI / study team.
You can add attachments.
When you are ready to send back to the PI click the “OK” button. The PI and study team will get an email notification that it has been

Call (352) 273-9600 or email ufirb-l@lists.ufl.edu if you have any questions or need assistance.

http://irb.ufl.edu/myIRB/cs-deptapprover.docx
IRB version 07/30/2012