

Converting Paper Studies to myIRB

Beginning July 1, 2017, the myIRB system will be opened for the conversion of IRB-02 paper studies into the myIRB system. Conversions from Legacy to myIRB will be required at the time of Continuing Review (which is prior to the paper study's expiration date) and we will no longer accept paper continuing reviews (unless you plan to close the study). The Closure Report should be submitted to our office in hard copy format by November 30, 2017. If our office has not heard of your intention (either to convert or close) by December 1st, we will contact you to begin the closeout procedure for your paper study.

PI PROCESS FOR CONVERTING EXISTING PAPER STUDIES TO myIRB

- The myIRB link is <https://my.irb.ufl.edu> A VPN connection is required (whether on or off campus) to access the site.
- Users in myIRB **must** be registered and **must** have the required training (CITI, Group 1 or NIH Extramural).

- You will need to create a new study in myIRB based on the current study activities that are remaining. For information on creating a new study see http://irb.ufl.edu/wp-content/uploads/SBSmyIRB_Intro.pdf
- After creating the new myIRB study, on the myIRB Legacy Conversion smart form page Investigators **MUST**:
 - Select the previous IRB (paper study) number from the drop down menu.
 - Attach the completed and signed Continuing Review report for the current year's activities. The Continuing Review / Study Closure Report form is located at <http://irb.ufl.edu/irb02/irb-02-forms.html>.
 - The Continuing Review report is needed to tie the legacy study to the new myIRB study.
 - You will be asked to enter information from the paper CR into the legacy conversion smart form pages so that enrollment information remains consistent.
 - Upload a copy of the last signed consent (if applicable) with name blacked out.
 - Attach a cumulative AE Table and Deviation Tracking log, even if there are no deviations or adverse events to report (just mark the square at the top of the page). You will find these forms <http://irb.ufl.edu/irb01/forms/forms1.html>
 - Attach/Upload any publications.
- Submit the new study for review (Remember only the PI can submit the study).

- You cannot submit any revisions to the paper study while the conversion is in process
- Notifications will be sent to the PI (and Coordinator) via email if changes are needed.
- Once approval documents are generated the approval letter will indicate approval for the myIRB study and approval of the Continuing Review for the paper study that has been converted. All future submissions (revisions, adverse events, and continuing review/closures) for the study MUST be submitted within myIRB.