myIRB Acceptability Standards

1. myIRB's smart forms assist investigators with identifying what information the IRB needs to approve research. The smart forms however do not guarantee high quality submissions. The full Board has directed the IRB-01 pre-review staff to return submissions to researchers if certain standards are not met. Please pay particular attention and insure the following items are addressed appropriately:
    a. "Study type" be sure to select all of the appropriate study types **(e.g.** drug study, device study, etc).
    b. Protocol issues: insufficient detail, incorrect protocol, etc.
    c. Informed consent issues: submit the current template, include appropriate signature sections/boilerplate language, etc.
    d. Incorrect attachments: load attachments on the correct smart forms (e.g. load the protocol on the protocol page) and only load each attachment once (do not load the same attachment multiple times in different places).
    e. Appropriately select vulnerable subject populations (e.g. select children if your subject age range includes subjects under 18 years of age).
    f. Select correct study locations
2. Process
    a. Researcher submits study prior to deadline for meeting "x"
    b. IRB-01 staff pre-reviews submission.
        i. If any of the "acceptability standards" issues are identified, the IRB-01 staff will note those issues in myIRB and return the study to the PI.
        ii. If PI wishes to have this study reviewed at meeting "x", the PI has 2 business days to re-submit the study.
            1. Otherwise normal deadlines apply.
    c. Upon receipt, IRB-01 staff pre-reviews, forwards to full Board.

Please direct any questions to irb@ufl.edu.