



## Help

**myIRB** is a web based system for processing human subject research submissions.

- **myIRB** is currently only for new studies being submitted to **IRB-01**. Do **not** use **myIRB** if you are submitting to [IRB-02](#), [IRB-03](#), or [IRB-04](#) (aka [WIRB](#)).
  - **myIRB** is currently only accepting new Nonhuman, Exempt, Expedited, and Retrospective Chart Review studies.
    - 2013: Full Board studies and Banks should start being processed in myIRB in early 2013. Stay tuned for new studies of this type will be required.
  - Studies previously submitted to IRB-01 in paper format will remain in paper until 2014.

### Access myIRB

**VPN** **myIRB** is on a protected network and can only be directly accessed from computers in the Gainesville HSC computer network. If the computer you are using is outside the HSC (e.g. on campus or off campus such as at your home), you must download and install the VPN client provided by the HSC at:

<http://vpn.health.ufl.edu/>

Faculty, staff, students, and affiliated researchers with Gatorlink accounts should be able to download/install the VPN client that will give you access to the HSC network and **myIRB**. You should be able to install this on your personal computers. If you need to install this on your work computer (e.g. because you work outside the HSC), you may need the assistance of your IT professionals to install the software if they have not given you administrative rights to install software.

*If you need help with running the VPN, please contact our myIRB Technical Assistance at (352)294-3070 or email [myirbtech-@lists.ufl.edu](mailto:myirbtech-@lists.ufl.edu).*

**VA** UF and the VA have created a special VPN for VA users accessing myIRB from a VA computer. You should register to use myIRB from your VA computer. During registration you must use your Gatorlink username. You will also need to input a password that will only be used when you are accessing myIRB from a VA computer. If you try to access myIRB from any other computer (e.g. UF computer or off site computer) you will need to use your Gatorlink password. NOTE: you can set your VA password and Gatorlink password to be identical.

**Gatorlink** You must have an active Gatorlink account in order to register for and access myIRB.

- If you are not UF faculty, staff, or student:
  - **Step 1:** Do you have a UF ID#? If not, call Melissa Beatty (352) 392-4803.
    - You can look your name up at <http://phonebook.ufl.edu/> to see if you are in the system already.
  - **Step 2:** Set up your Gatorlink account at <http://gatorlink.ufl.edu/>

**Register** In order to access myIRB you must register in the system.

1. Go to <https://my.irb.ufl.edu/ufirb/>

2. The registration link is on the right hand side of the screen.

- Registration cheat sheet: <http://irb.ufl.edu/myIRB/cheatsheets/cs-ssregistration.docx>
- Video tutorial: <http://irb.ufl.edu/myIRB/videos/myirb-registration/myirb-registration.mp4>

**Required Training** It is imperative for all researchers (principal investigators, co-investigators, study staff, etc) to complete their required training. **myIRB** verifies that the required training is completed by **all** study staff. The PI will be unable to submit a new study if any of the listed study staff has failed to complete required training.

Prior to January 7, 2013 all researchers must only complete the HIPAA for Research module via myUFL.

On and after January 7, 2013, all researchers must complete all three of the following:

- 1. HIPAA for Reseach:** complete this at: <http://my.UFL.edu>. Yearly (every January)  
[Click here for instructions on how to navigate myUFL to the HIPAA for Research training.](#)
  - 2. Local IRB video:** complete this at: <http://my.UFL.edu>: Every 3 years  
[Click here for instructions on how to navigate myUFL to the IRB training.](#)
  - 3. One of the following:** Every 3 years\*
    - a. CITI** - Complete this via <http://my.UFL.edu> and complete the **Group 1: IRB-01 Mandatory Training** course, which includes the following three modules:
      - History/Ethical Principles
      - Basic IRB Regulations
      - Informed Consent.
- [Click here for instructions on how to navigate myUFL to the IRB training.](#)  
**b. NIH Extramural Training**

visit the link below to complete the training. When you have completed the training you need to email a copy of the certificate to [ufirb-l@lists.ufl.edu](mailto:ufirb-l@lists.ufl.edu).

<http://phrp.nihtraining.com/users/login.php>

Notes:

1. HIPAA: you must take the RESEARCH version of this training. UF faculty and staff must complete the following course in myUFL: **PRV801** for HIPAA & Privacy – Research in myUFL.
2. In October 2012 myUFL underwent an upgrade that enables everyone to complete training in the system. As a result, students, Shands employees, VA only employees, and Unaffiliated Investigators may also complete training via myUFL. However, in order to do so they need to have a role added to their profile in PeopleSoft. UF administrators designated the role of non-faculty/staff as "Person of Interest" (POI).  
  
Students should contact the HR Administrator in their college/department to provide them with the "Person of Interest" role.  
  
Shands employees, VA employees, and unaffiliated investigators should contact the Office of Research HR Administrator, Melissa Beatty (352) 392-4803, and request to be registered as a "Person of Interest".  
  
Once the "Person of Interest" role is processed non-faculty/staff can complete the training via myUFL.
3. [Click here to read the announcement](#) about the new mandatory training requirement.
4. VA researchers need to complete CITI training more frequently to comply with VA requirements. Contact the VA Research Service for more information about this and other VA training requirements: (352) 376-1611 extension 4917.
5. If you previously completed NIH or CITI training within the the past calendar year (2012), you do not need to retake the CITI training if you have a copy of your training certificate. Instead you may send IRB-01 a copy of your certificate and we will upload it into the system. Email a copy of the certificate to [ufirb-l@lists.ufl.edu](mailto:ufirb-l@lists.ufl.edu).
6. *If you need help with getting your training updated into myIRB, please contact our myIRB Technical Assistance at (352)294-3070 or email [myirbtech-l@lists.ufl.edu](mailto:myirbtech-l@lists.ufl.edu).*

**Sandbox** Our research community can log into our [Sandbox site](#) to learn how to use **myIRB**. The [Sandbox site](#) works like the real **myIRB** system, but research does not actually get processed/reviewed/etc. Feel free to play in the [Sandbox](#)! Like the regular **myIRB** system, users must register in the Sandbox site in order to access it.

Please do not create dummy protocols in myIRB!

**Help!**

- [Researcher manual](#) : Our [Researcher manual](#) provides instructions with screen shots on everything from (1) submitting a new study, revision, adverse event, continuing review, to (2) responding to "needs reply" requests from the IRB (i.e. your submission gets tabled).
- Cheat Sheets:
  - [User registration](#)
  - [Login to the myIRB](#)
  - [Department approver review of new studies.](#)
  - [How to take the HIPAA for Research training via myUFL.](#)
  - [How to take the IRB-01 training via myUFL.](#)
  - [How to take CITI training via myUFL.](#)
- Videos
  - [User registration](#)
  - [Login to the myIRB](#)

Stay tuned for more Help! resources.

**Contact** *For technical assistance with registration, logging in, completing training, etc. please contact our myIRB Technical Assistance at (352)294-3070 or email [myirbtech-l@lists.ufl.edu](mailto:myirbtech-l@lists.ufl.edu).*

Please direct general research related questions to [ufirb-l@lists.ufl.edu](mailto:ufirb-l@lists.ufl.edu) or call (352) 273-9600.

**LINK** The link for [myIRB](#) is:  
(note the "s")

<https://my.irb.ufl.edu/uflirb/>