

IRB Educational Offerings

The IRB Office offers a variety of education/training options related to research conducted with human subjects.

- **CITI Training**—

REQUIRED prior to IRB approval

The University of Central Florida participates in the Collaborative IRB Training Initiative (CITI) on-line program to provide educational courses for personnel involved in the conduct of human subjects research.

The principal investigator for each protocol is responsible for ensuring that he/she and all the key study personnel (KSP) for the investigation complete this free course, which will fulfill the basic human subjects protection training requirement at UCF for a three-year period. In some cases, the IRB may accept the NIH human subjects training for investigators. For more information, contact the IRB Office or visit the IRB Website.

- **Protecting Human Subjects CD** —
Available Online compliments of Health Resources & Services Administration (HRSA)

This is a great resource for faculty to educate students about research involving human participants including historical background for behavioral and biomedical research, ethical principles for human subjects research, case studies, and information on the role of an IRB.

Each section takes about 90 minutes to view. Visit <http://www.hrsa.gov/humansubjects/default.htm> or find the link on the IRB website. A copy on CD is also available via the IRB Office.

The IRB is available to assist you or your department/college/institute in the understanding of UCF IRB processes and IRB regulations.

Please call to the IRB Office for further information.

Phone : 407-823-2901



University of Central Florida

Institutional Review Board

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Visit us on the web

www.research.ucf.edu/Compliance/irb.html



UNIVERSITY OF CENTRAL FLORIDA
COMPLIANCE

UCF IRB Institutional Review Board

For the protection
of human participants
in research

**The UCF IRB
Process**

What is the IRB?

The University of Central Florida Institutional Review Board (UCF IRB) consists of an independent committee established to advocate for the protection of the rights and welfare of human participants involved in research.

IRB review and approval is required for all research conducted by UCF faculty, staff, and students that involves human participants. Human participant research ranges from surveys, interviews and focus groups to the collection of biological samples and clinical trials. The IRB is also responsible for reviewing studies involving the creation of InVitro diagnostic kits or processes, invasive and non-invasive medical devices, biological products, investigational new drugs and computer software which are intended to diagnose or mitigate diseases. This would include rehabilitation games and devices. Visit the FDA website at www.fda.gov for more information.

Virtual reality simulation research and program evaluation research are also reviewed by the IRB. Depending on the degree of personal identifying information involved, research utilizing secondary data, i.e. databases, may also require IRB review and approval. When in doubt, be sure to contact IRB staff members in advance of when you plan to begin your research project.

Approval must be obtained prior to including human participants in a research project. IRB Policy defines in detail the operations of the Institutional Review Board, its scope of authority, and the requirements for human subjects research conducted by or in collaboration with other institutions.

The IRB Membership includes experts in the social and behavioral sciences and medicine, as well as participant advocates, including representatives from the community, in order to provide the diverse perspectives needed to conduct a thorough review of research.

The IRB evaluates proposals for new research and conducts review of on-going research to ensure that the Guiding Ethical Principles (respect for persons, beneficence, and justice), as outlined in the Belmont Report, for human subject protection are met. When reviewing research, the IRB considers issues such as the process for recruitment, selection and informed consent of prospective research participants; assessment of the risks and potential benefits to participants and the measures for participant safety; what additional safeguards are needed if vulnerable populations are included; and what methods are provided for protecting participants' privacy and maintaining confidentiality. For on-going research, the IRB also evaluates proposed amendments to modify research, safety reports, periodic reports on the progress of research and requests for reapproval to continue research.

The UCF IRB maintains a federal wide assurance agreement with the U.S. Department of Health and Human Services, Office of Human Research Protections, which ensures compliance with federal regulations for human subject protection.



Submitting an Application to the IRB

Submission to the UCF IRB is now done electronically. iRIS™ (Integrated Research Information System) is a web-based application designed to help cre-

ate, manage, and process research protocols reviewed by the IRB. iRIS™ allows busy principal investigators here at UCF to electronically submit their research study applications and all other related forms to the IRB.

To avoid the delays of hand-delivering a study application for signatures, iRIS™ routes the research application for required signatures to the appropriate faculty advisor, department chair(s) and/or institution or center director(s).

UCF IRB staff send notifications through the iRIS system to remind PIs of items that may be missing from their submission, to alert a PI when IRB reviews have been completed and clarifications are needed, and ultimately, to notify the PI when final IRB approval has been granted.

Your iRIS™ account will allow you to log in to the system at your convenience, prepare IRB forms for submission, print out approved, stamped consent forms for use, or to simply check the status of a review.

During the life of the protocol, automatic courtesy notifications are sent to the PI well in advance of the protocol expiration date. This serves as a reminder to the PI to log in to his/her iRIS account to complete the appropriate form(s). However, this is ultimately the responsibility of the principal investigator.

For more information, please visit the IRB website at <http://www.research.ucf.edu/Compliance/irb.html> or contact us at 407-823-2901.