

## **Expect Longer Review Times for Institutional Review Board November through December 2021**

Nov. 9, 2021 – The Fall semester is typically the IRB's busiest time of the year when the review process can take 4-6 weeks. However, because of staffing issues and new mandatory training, we anticipate the review process may take more than six weeks.

We regret this inconvenience and ask for your patience and that you plan for this additional review time through the end of the year. We will do our absolute best to move as quickly and efficiently as possible. We ask that you please avoid emailing the office with requests to speed up review as this diverts our team from completing those reviews.

The IRB Office has the following suggestions to help you ensure that your study is reviewed as quickly as possible:

1. Complete required CITI Human Subjects Research training PRIOR to submitting your IRB application. If you are the PI, ensure that all study team members and, if applicable, faculty advisor, have completed their training as well. You can find more information about CITI training in the Huron IRB Library General Tab.
2. Before starting your application, review the Huron IRB guidance documents, UCF Researcher Guide to Huron IRB Internal Studies for studies that will be reviewed by the UCF IRB and UCF Researchers Guide to Huron IRB External Studies for studies that will be reviewed by an External IRB. These documents can be found in the Huron IRB Help Center and provide a step-by-step review of what information to include in the study application.
3. Review the Huron IRB- Frequently Asked Questions information found on the main UCF IRB page. This includes information on the types of protocol and consent templates to use for your study.
4. Only submit your application after your study design is complete and all supporting documents are in their finalized state. Ensure the information in your application, protocol, consent form and recruitment materials are consistent, complete, free of errors and track changes/comments and that the study documents are uploaded in the correct location of the Huron IRB application.

Incomplete or overly vague submissions increase the review timeline for everyone, so please do your part to only submit study applications that have been thoroughly reviewed by the PI and, if applicable, faculty advisor prior to submission. We strongly encourage faculty to communicate this information to their students as soon as possible.

The Office of Research appreciates your patience as we are working through a large volume of IRB applications.