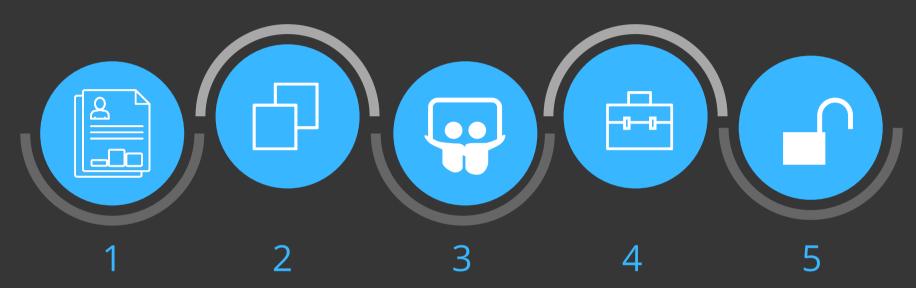
University of West Florida

IRB Review Process

<u>UWF IRB Website</u> <u>IRBNet Educational Materials</u>



Create an account in IRBNet.org

Attach the <u>required</u>
<u>CITI Training</u>
certificate to your
profile

Give yourself up to 4-6 weeks for the IRB process Create a new project including your application wizard, project proposal, and attachments

"Share Your
Project" with any
co-investigators,
personnel, or your
Faculty Advisor so
that everyone
listed in your
application wizard
electronically
"signs" the
package

When ready, select "Submit this Package" Initial Administrative
Review: Your package
will will receive a
preliminary review for
standard items. You
may be notified that
your package is
unlocked to make
suggested edits. If this
is so, "Mark your
Revisions Complete"
when ready for review
again.

University of West Florida IRB Review Process



Your package is submitted to the board. Allow 7-10 business days for review of your initial package. If you are notified that it requires full board review, you will be placed on the agenda for the next IRB meeting.

Allow 3-4 business days for review of amendment, continuing review, and revision packages You will receive a decision and board letter.

If the board requires modifications, it will detail what they are and you will need to "create a new package" within your current project for those modifications.

Return to Step #4.

Once approved, you may want to make changes to your approved project (Amendment package) or request more time (Continuing Review Package). If this is the case you will create and submit a subsequent package within your active project.

When your data collection is finished, and you are no longer analyzing identifiable data, you will need to submit a final report package.