10 things to know about IRB

1. There are three levels of IRB review: Exempt, Expeditied, and Full Board.
   - Exempt and Expeditied projects do not need to be reviewed at a full board meeting.
   - Decision Chart for Determining Exempt Status

2. Different IRB documents are required depending on the review type:
   - Documents Checklist for Exempt Projects
   - Documents Checklist (for Expeditied or Full Board Projects)

3. All projects must be submitted online via IRBNet (www.irbnet.org).
   - Guide to Registering in IRBNet
   - Read Me First! Document - this document contains step by step directions on how to submit documents via IRBNet

4. Complete the North Florida – IRB Protocol first – this will help you determine if you need to complete the other IRB documents. If the following message comes up when you’re completing the North Florida – IRB Protocol, save the form then sign and submit the package through IRBNet (see pages 7 & 8 of the Read Me First! Document for directions on how to sign and submit):

   Your study does not appear to be research involving human subjects; therefore, you are not required to complete the remainder of this form. Please sign this package in IRBNet and submit it to the UNF IRB.

   After submitting, please contact a research integrity administrator to see if you need to complete the other IRB documents.

   - Directions on how to find the North Florida – IRB Protocol

5. Meeting with a Research Integrity Administrator prior to submission may facilitate the review and approval of your project
   - Contact a research integrity administrator to set up a meeting by calling (904) 620-2455 or emailing IRB@unf.edu.
   - You can share your project in IRBNet with an administrator so the administrator can see your documents before you submit them (see
6. **There is a special method to use when copying and pasting from a Word document into the North Florida – IRB Protocol**
   - Rather than pasting directly from Word into the North Florida – IRB Protocol, please use the “Paste from Word” function ( ) in the IRBNet toolbar to do your pasting (see image below)

   ![Paste from Word](image)

   If you don’t use the Paste from Word function, your text might appear unreadable to others. You can see a preview the North Florida – IRB Protocol by clicking the page icon ( ) for it on the Designer page.

7. **If anyone including the researchers can identify (or re-identify) participants based on the data, that data cannot be called “anonymous”**
   - [UNF IRB Definitions](#)

8. **Researchers and most study personnel must complete online CITI training**
   - [FAQs on UNF IRB CITI Training](#) – this document contains information about who must complete CITI, which CITI training to complete, and how to register, complete, and document the CITI training.

9. **Additional documentation may be required if you want to include minors, those with cognitive disabilities, or non-English speakers as participants:**
   - [Minors](#) – will need parent/guardian permission and child assent
   - [Individuals with Cognitive Disabilities](#) – will need consent from a legally authorized representative and assent from the participant if possible
   - [Non-English speakers](#) – will need translated documents in language understandable to participants (in most cases)

   Please contact a research integrity administrator if you have questions.

10. **IRB resources (including the ones linked in this document) can be found on the UNF IRB Website:** [http://www.unf.edu/research/IRB.aspx](http://www.unf.edu/research/IRB.aspx)