IRB APPLICATION INSTRUCTIONS

REQUIRED TRAINING CERTIFICATES AND READING

- All researchers, co-investigators, and other personnel must complete either the NIH Human Research Participants Training or CITI Human Subjects Research Training (dated within the past 3-years)
- CITI HIPAA/Information Security Training: If working with protected health information
- Belmont Report
- UWF IRB Policies and Procedures
- 45 CFR 46
- University Policy for Determination of Conflict of Interest
- UWF Policy for Information Security and Privacy Policy

APPLICATION PROCESS

- Students are required to have their academic advisor sign the application prior to processing
- All co-investigators and other personnel must complete a “UWF IRB co-investigator Form”
- The IRB will no longer accept paper copies of applications or attachments
- Email a complete signed application with all required attachments to IRB@uwf.edu
- Provide sufficient information for an IRB reviewer to properly assess your research
- Respond to the IRB reviewer comments indicating your responses in red text in your application
- The IRB will inform you if your project is exempt, expedited, or scheduled for full-board review

REQUIRED ATTACHMENTS

- Co-investigator/Other Personnel Form (if applicable)
- Informed Consent meeting the requirement in 45 CFR 46.116(a)(b) and 21 CFR 50.25(a)(b)
- Recruitment materials/script
- Copy of survey questions
- Letter of approval from any off-campus research locations (if applicable)
- Recorded media Consent Form (if applicable)
- Data use agreement (If applicable)
- If your research involves a K-12 school, the IRB requires permission from the District Superintendent
- Venipuncture Permission Form (if applicable)
- UWF Environmental Health & Safety Training Requirements (if applicable)
- NIH or CITI Human Subjects Research Protection Certificate
- UWF Broadcast Distribution Approval (if applicable)