Your Questions About the New IRB Software System Answered

The IRB Office and GRIT have been working to successfully implement the new Huron IRB system for the past couple of months. The team has developed a Q & A based on the most popular questions, which it hopes will help users successfully navigate the system.

Who can submit a proposal to IRB?

Finishing a smart form does not submit the study to the IRB staff. You are able to take other actions, like adding ancillary reviewers, adding members to the guest list and revising answers. Please click "Submit" from the workspace to send it to the IRB staff. This is found on the left hand side under "Next Steps." Note that while anyone can create the study, only the PI listed will have the ability to "Submit" the study. Once the study has been sent to the IRB you will notice that the dashboard state will change from "Pre-Submission" to "Pre-Review."

What was done with Active Expedited and Full Board Studies Previously Approved in iRIS?

A shell of each study was created in Huron. When submitting either a Continuing Review or Modification, all first time Huron submissions will require study documents, either those previously approved in iRIS as- is or with updates to reflect a new modification request, uploaded in Huron.   In addition, reverification of the study team member needs to be completed by answering the yes/no questions regarding financial conflict of interest and study role. Please review the attached UCF Huron IRB Quick Reference Guide –How to Submit a Modification or Continuing Review Request. **Note: this guide has been updated to provide additional information based on user feedback. Refer to this guide prior to starting your first modification or continuing review. Specific steps must be followed during the first time you log in to the study. If these steps are not followed correctly, there is no way to edit the submission and researchers will be asked to discard the submission and start over.**

What about Active Exempt Studies Previously Approved in iRIS?

These studies were not carried over to the Huron system and will remain active in iRIS unless a change is made to the study. If a modification is needed, a new study submission must be submitted in Huron using the new exempt study templates: Request for Exempt Determination and Explanation of Research. These documents can be found in the Huron system under IRB> Library> Templates. Once an exempt study has been completed in Huron, modifications can be made to that study with the same modification process used for Expedited studies.

Where can I find more resources?

A comprehensive list of Quick Reference Guides and how-to videos can be found in the Huron system under IRB> Library> Help Center.   If you have questions about how to use the Huron software, you may find the Help Center a very useful starting point.

What should I do to report a study with multiple research locations?

Studies involving one PI should be created as a Single-Site study, even if there are multiple research locations. See the Huron IRB Quick Reference Guide – How to Create a Single Site Study.

How should I report a Faculty Advisor?

Based on user feedback, updates to how Faculty Advisors are given access to the study have been made. The new process will allow for the addition of the advisor as a study team member so that they are able to review study documents prior to final submission. Faculty Advisors should no longer be listed as an Ancillary Review. Instead a "Faculty Advisor" role is now available in the Study Team Member page. We have removed the Faculty Advisor question on the last page of the smart form, though the Faculty Advisor checklist submission will remain on the last page. For studies that have yet to be submitted to the IRB staff, please update the Study Team Member section before submitting. For any submissions that are with the IRB staff but have not yet been approved, the IRB staff will send the study back so that users can update the Study Team Member section. For any study that has been approved, the next time a MOD/Addendum is needed, please add Faculty Advisors to the Study Team Member section.

How long will I have access to iRIS?

iRIS is being transitioned into "read only" status. Work is expected to be complete by the end of March 2019. You will have access to the information in this format for about a year. iRIS is scheduled to be taken completely offline in the first quarter of 2020.

If you have any questions not addressed here, please contact the IRB office at irb@ucf.edu. Any technical issues should be reported to gritservicedesk@ucf.edu.