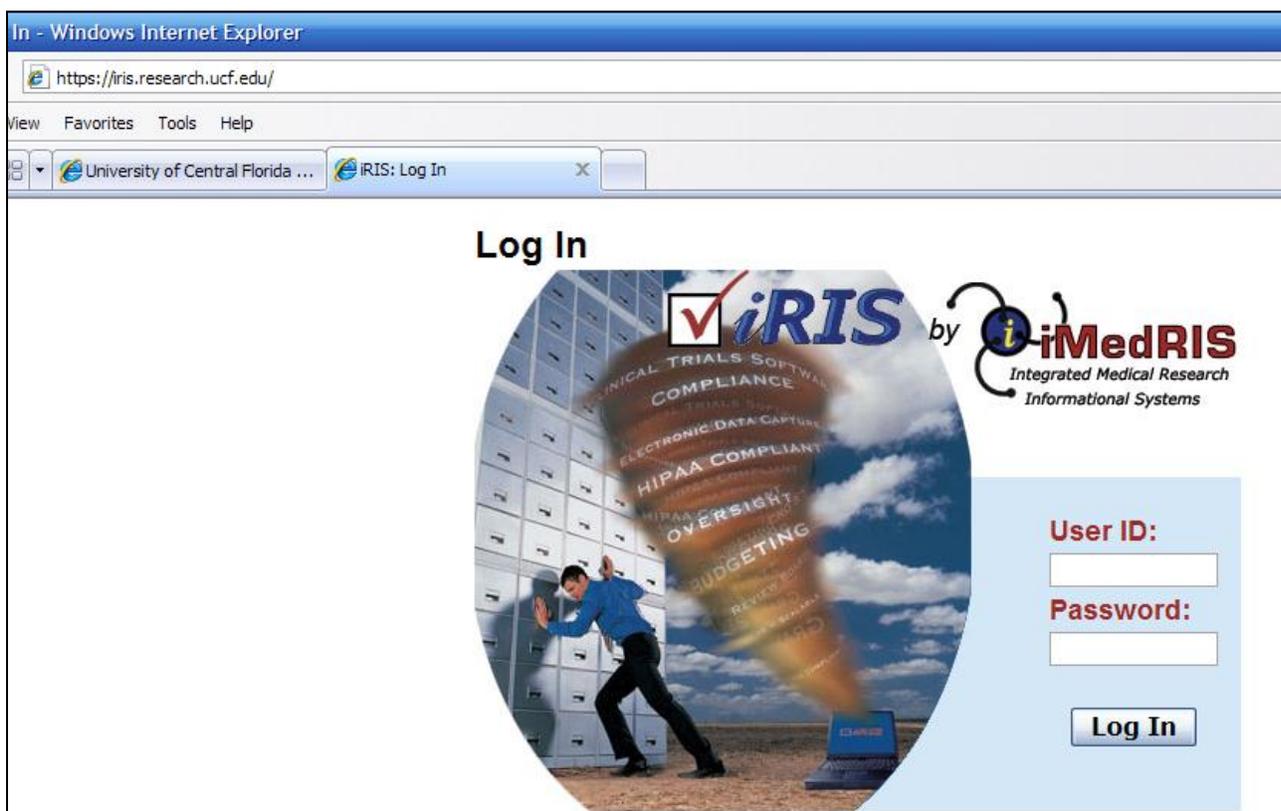# College of Arts & Humanities
IRB Procedures

IRB approval is required when human subjects are involved. This includes using surveys or questionnaires.

PIs who need to use human subjects **must** take the online Human Subjects Protection training. This self-paced training is good for three years. The link to register for the training is found at http://www.citiprogram.org/. More information about this training is available at http://www.research.ucf.edu/Compliance/Forms/IRB_Online_Training_Program_Info.doc. More detailed IRB information is located in the Compliance section of ORC's website at http://www.research.ucf.edu/Compliance/irb.html.

Many agencies require proof of IRB approval to be submitted with the proposal. Please allow enough time for the IRB to review your submission. The expedited process takes about two weeks. A full review can take up to three months because the board meets once a month and may request changes.

Final IRB approval can not be granted to a study until all of the researchers, including faculty supervisor (if there is one on the study) have completed researcher training. For multiple year studies, the IRB needs to be approved annually until project completion.

IRB applications are submitted online through iRIS at https://iris.research.ucf.edu/.

Your login is the same username and password as My Research, ARGIS and PARIS. Go to http://www.research.ucf.edu/Compliance/iRIS_Login_Information.html if you are having trouble logging in.

The following information will display:

iRIS™ Log-in Information

What is my Username and Password?
iRIS authenticates using "My Research" (ARGIS/PARIS) log-in information. To look up your "My Research" username and password, please -Click Here-.

What if I can not find my username and password on the site?
If your username does not exist, you will need to set up a new account. To do so, please fill out an "iRIS User Access Request Form" and turn into the IRB.

I'm trying to add personnel to my study, but I can't find the person in iRIS?
The individual(s) must have iRIS access prior to being added to a study. If they are not in iRIS, please fill out an "iRIS User Access Request Form" and turn into the IRB.

To start a new IRB submission click "Add a new study" on the left side of the page.

To access a study that was started previously started but not submitted click on "My studies" and select the appropriate study from the list displayed.