

## For IRB Training:

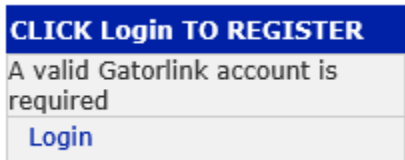
In order to submit a study for IRB review or to participate on a study, **you will have to register** with the IRB and take required trainings. Please follow these steps:

### Register for MyIRB:

**You have to be on campus in order to register for MyIRB or working through VPN.**

To register for MyIRB, go to:

<https://my.irb.ufl.edu> and click on the “login to register” box on the right hand side:



2. Follow the instructions for registering.

### Complete all trainings:

Go to MyUFL: <https://my.ufl.edu> (sign-in using your Gator Link and password), Main Menu/ My Self-Service/Training and Development/MyTraining

- In the Activity Search, Search for HIPAA and find **1) HIPAA for Researchers** – complete this training (needs to be completed annually)

HIPAA & Privacy - General Awareness  
The main focus of this training is health information; however, the same principles may be applied to all types of private data. It is recommended as a resources for those who are responsible for other types of private data. Target Audience: This training is required for all members of the workforce in UF's medical components and their affiliated entities.  
🔗 Online Course    ■■■ UF\_PRV800\_OLT

- **2) CITI training.** If you have taken CITI trainings before at another institution you can try to link the certificates by emailing CITI, but it may be easier to retake in the UF System



I am providing my consent and acknowledgement that the training vendor (CITI) for this research training activity will store my UFID and information related to this training at their non-University of Florida computing site. This is necessary for the vendor (CITI) to track the courses I have taken.

[Agree & Continue to CITI](#)

The screenshot shows the CITI PROGRAM website interface. At the top, the logo for CITI PROGRAM is displayed alongside the text 'Collaborative Institutional Training Initiative'. Below the logo is a navigation menu with links for 'Main Menu / My Courses', 'My Profiles', 'My CEUs', 'My Reports', and 'Support'. A breadcrumb trail indicates the user is on 'Home > My Profile > Update'. A yellow warning icon is followed by the text 'Please review your information and update it if necessary.' Below this is a blue header for the section 'Confirm my preferred or secondary email address'. A red asterisk indicates a required field, followed by the text 'Your preferred email address \*'.

- Complete the steps in **CITI**
- Take 3 required courses Under **IRB01-Mandatory Training**: Basic IRB Regulations, Informed Consent and History/Ethical Principles. If you are an investigator, you should also take CITI Good Clinical Practice Course to get GCP Training Certificate

**Ta Da! Finally done!** It is very important for you to complete these steps in a timely fashion, otherwise, you will hold up the study for IRB review. ***A study cannot be submitted until all investigators and staff are up to date on their trainings!***