Submission of Quality Improvement (QA/QI) Projects to the IRB-03

Please note that effective October 13, 2017, all QA/QI projects must be registered at “Quality Improvement Performance Registry (QIPR)” at [https://qipr.ctsi.ufl.edu](https://qipr.ctsi.ufl.edu)

First-time users of QIPR site will need to create an account. Register a QA/QI at the QIPR site after creating an account or signing in. The user will be asked six questions and based on responses; the QIPR site will either provide a “Registration Certificate” or indicate that project may need IRB approval. **IMPORTANT:** Please email certificate issued by the QIPR site to [IRBSubmission@jax.ufl.edu](mailto:IRBSubmission@jax.ufl.edu)

Please note that registration of a QI/QA project at the QIPR web portal is not intended to avoid the need for IRB approval when warranted. For more details, please see a helpful guide “QA/QI vs. Research” and the “Investigator Guideline on Quality vs. Research.”

The Privacy Rule (Health Insurance Portability and Accountability Act - HIPAA) still applies; please make sure you are not including Protect Health Information (PHI) in any publication. Please contact the Privacy Office if you have questions.

Random audits will be conducted to confirm that what has been “registered” as a “Quality Project” is indeed a quality project.

**Publication/Presentation of a QI Project:**
At any time if the investigator determines that the CQI project warrant publication or presentation outside of UF/Shands/VAMC, then the investigator will submit a retrospective data review study via myIRB. This submission must include a copy of the CQI approval letter and the stamped CQI Assessment Form.
Remember, if you submit your project to a journal, and you are asked to provide IRB approval for the project, the only IRB approval that can be issued, retrospectively, is for projects that would have met “Exempt” review or “Non-human” status. You can contact the IRB Chairperson if this occurs. If not, the IRB will not be able to provide you an approval letter.

**Questions?**
Contact:
Wajeeh Bajwa, wajeeh.bajwa@jax.ufl.edu, 904-244-9427; or
Belinda Carlton, belinda.carlton@jax.ufl.edu, 904-244-9746