

USF IRB General Information & Research FAQs

USF Institutional Review Board



The USF IRB Supports our Research Community

The USF IRB provides resources and guidance to support our USF and affiliate research community with conducting ethical and scholarly human subjects research. The IRB and researchers work together as a team to develop and cultivate research for a better world.

Should I submit a study to the IRB?

An application should be submitted to the USF IRB if the project is **both research and involves human subjects**.

What is Research?

A systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.

What is a Human Subject?

A human subject is a living individual about whom an investigator conducting research:

- Obtains information or biospecimens through intervention or interaction with the individual, and uses, studies or analyzes the information or biospecimens; **Or**
- Obtains, uses, studies, analyzes or generates identifiable private information or identifiable biospecimens.

Examples of projects that *may require* IRB approval:

- Record Review
- Interviews or Surveys
- Medical Test
- Clinical Studies of Drugs or Devices

Examples of projects that *may NOT* require IRB approval:

- Class Projects (not formal research) *
- Program Evaluation
- Needs Assessment
- Case Reports*
- Quality Assurance/Quality Improvement Projects (QA/QI)

**Review the USF INVESTIGATOR MANUAL (HRP-103) and IRB guidance documents for more information on class projects and case reports/limited case series.*

FAQs

What should I expect after I submit my research application in BullsIRB?

Once your submission enters the IRB queue (after your department approves the study – which occurs after you hit the “submit” button), your application is assigned to an IRB staff member for a pre-review. If the IRB team has any questions for you, you will receive an email with a link to the requested revisions. After all revisions are made, the application will be sent to the IRB Chairperson or Board for approval.

***Please ensure you submit your research application well ahead of when you plan to conduct your research to avoid any delays to the start of your research.*

How long until my human subjects protection certification (CITI) expires?

The human subjects protection certification is valid for three (3) years.

How long must I retain my study data?

The USF IRB requires that data be stored for a minimum of five (5) years after the study is closed in BullsIRB and six (6) years for studies that involve protected health information (PHI).

How long is my project approved?

For expedited and full board studies, approval is typically one (1) year. Studies that receive an exempt approval are reviewed and then closed in BullsIRB with no expiration date.

***Please review your IRB study approval letters for study specific details.*

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