Things to Consider When Submitting to the IRB

**Step 1:** If you do not already have one, you will need to obtain an account to use the ARC on-line submission system. Go to the ARC Web Site https://ARC.research.usf.edu/prod/ and click “Register Here” on the right side of the page. Your new account will be activated within two business days and you will receive an email containing your account information.

**Step 2:** All study team members must complete the required human subjects research education. Currently CITI is the program utilized by the USF IRB. USF offers several CITI courses so be sure to complete one that will satisfy the education requirement. Visit the IRB Education Website http://www.research.usf.edu/dric/hrpp/education.asp for additional information. The system does not prohibit you from submitting an application if education is not complete. However, final approval will not be issued until all study team members have current education.

**Step 3:** Log in to the ARC system and complete your application. Important things to note:
- Respond to all questions and upload appropriate supporting documentation as requested (protocol document, survey instruments, informed consents, etc.). If you are a student and are unsure how to respond to a particular question, you should first consult with your faculty advisor.
- Make sure that you select the appropriate department that will provide the initial approval to proceed in section 2.2.2 of the application. If you are a student and do not have a specific department affiliation, choose the department to which your faculty advisor is assigned.
- Remember, if someone on the study team is also a designated approver for your department, he or she cannot issue approval for your study. Most departments have an alternate approver, but you can contact the ARC Help Desk for guidance if you need assistance.
- You must upload a protocol document or thesis/dissertation in section 2.1.3. You may refer to the Protocol Guidelines document that is linked in question 2.1.3 for a description of what is typically required in an appropriate protocol.
- Make sure that the information in your protocol and the application are consistent.
- If there are any other study team members, you will need to click “Notify Team Members to Agree To Participate.”
- Once your application is complete and all study team members have agreed to participate in the application, you can formally submit it by clicking “Submit Study” under “My Activities” on the left side of your main study workspace.

**Step 4:** The study is routed to the appropriate Department and/or Affiliate review.

**Step 5:** Once the study is approved by the Department/Affiliate reviewers, it will be routed to the IRB for review. An IRB staff member will complete a pre-review of your submission and send a request for revisions or information via the application. You will receive an email notifying you that action is needed.

**Step 6:** Respond to all staff comments and update the application as necessary. The system will not let you submit the application unless you type something in response to the comment box. If a revision to the application is requested, make sure that you update the actual application, in addition to responding to the comment, so that your regulatory file is accurate.
Things to Consider When Submitting to the IRB

**Step 7:** Once you have responded to all requested revisions, be sure to formally submit the submission to the IRB. This is a two-step process. You will first click “Save” (be sure to do so before you exit), and then you must go back to the main study workspace and click “Submit Requested Revisions or Information” under “My Activities” on the left side of your main study workspace.

**Study 8:** Once all issues discovered during the pre-review are resolved, the IRB staff member will forward the submission to the IRB Chairperson (Expedited or Exempt review) or assign it to the next full committee meeting agenda (Full Board review). The Chairperson or Board may request additional information or revisions.

**Step 9:** Once your study is approved by the Chairperson or Board, you will receive a formal approval letter via the main study workspace. You are now able to begin your research. If your study was reviewed as Expedited or Full Board, your study will be approved for one year unless otherwise noted. If it was determined Exempt, your study will have approval for five years.

**Important to note after initial approval:**
- Make sure that you submit an amendment via ARC before changing any approved study activities or staff.
- If your study was reviewed as Expedited or Full Board and you wish to continue study activities after your initial approval period (typically one year), you must submit a continuing review application within 45 days of your study expiration date. If you submit the continuing review too close to the expiration date, your study may not be reviewed on time and approval may expire. You would then need to complete a new application to continue.
- Once you have completed all study activities, you must submit a final review to formally close the study with the IRB.

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**Useful Links and Information**

**ARC Help Desk Contact:** R SCH-arc@usf.edu or 813-974-2880

**ARC Home Page:** [https://ARC.research.usf.edu/prod/](https://ARC.research.usf.edu/prod/) (ARC training materials can be found in the menu on the left side of the page)

**USF Human Research Protection Program (IRB) Contact:** 813-974-5638
**Web Site:** [http://www.research.usf.edu/dric/hrpp/default.asp](http://www.research.usf.edu/dric/hrpp/default.asp)


**CITI:** [https://www.citiprogram.org/](https://www.citiprogram.org/)