

SUBJECT: University of Central Florida Institutional Review Board (UCFIRB)	Effective Date: 3-30-05	Policy Number: 4-202	
	Supersedes:	Page 1	Of 3
	Responsible Authority: Vice President for Research		

APPLICABILITY/ACCOUNTABILITY:

All research conducted by members of the university faculty, staff, and students that involves the use of human subjects and will have a public presentation must be reviewed by the IRB. Public presentation includes research conducted for presentation at a meeting, for publication in a journal or magazine article, for a dissertation or master's thesis, or as a part of a report to the public or an external sponsor.

POLICY STATEMENT:

All research, development, and other activities involving human participants, whether funded or not, for which the University of Central Florida is responsible must have a protocol that is submitted to and approved by the University of Central Florida Institutional Review Board (UCFIRB) before any research activity is conducted. All projects involving human participants must be conducted by, or under the supervision of, a faculty member serving as the principal investigator. The UCFIRB will establish its own policies and procedures to receive and review research protocols, approve those protocols, and monitor the projects defined in those protocols. It is incumbent upon the researcher to contact the UCFIRB when human subjects are involved. Administrative research conducted to study the workings of the institution with the purpose of improving the function, products, or services of the institution is exempt from this policy.

DEFINITIONS:

Principal Investigator. A principal investigator is the faculty member or other acceptable researcher responsible for the conduct of a particular research project. Any given project may have additional co- or sub-investigators.

Protocol. A document that outlines a research design that clearly states the objectives, background, methods, and significance of the study being proposed.

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

PROCEDURES:

The principal investigator will submit research protocols to the UCFIRB in the required format. The principal investigators will provide all necessary information for the UCFIRB to evaluate the research protocol, to assess any approved projects under the protocol, and monitor the compliance of any approved projects with both the protocol and federal, state, and university regulations governing research.

BACKGROUND INFORMATION:

Institutional Assurance and IRB Registration. UCF maintains one Institutional Review Board that operates under Federal-Wide Assurance FWA#00000351 approved by the Office for Human Research Protections (OHRP). All collaborators on federally conducted or supported human subjects research that is not otherwise exempt will have an assurance of compliance approved by the OHRP or another OHRP-acceptable means of assuring compliance (e.g., Unaffiliated Investigator Agreement). The Federal-Wide Assurance will be renewed every three years.

UCFIRB is registered by the federal government under IRB#00001138, IORG#0000781. This registration requires renewal every three years by the Department of Health and Human Services.

RELATED DOCUMENTS:

UCFIRB Policy and Procedure Manual
UCFIRB Principal Investigator's Manual
UCFIRB Federal-Wide Assurance and IRB Registration

CONTACTS:

For questions regarding the policies and procedures of the UCFIRB, contact the Associate Vice-President for Research at (407) 882-1120.

INITIATING AUTHORITY: Vice President for Research

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 4-202

Initiating Authority: *m. shaker* Date: 4/7/05

Policies and Procedures
Review Committee Chair: *Beth Barnes* Date: April 6, 2005

President or Designee: *John C. Hill* Date: 4/11/05