# WHAT'S FIRST?

## HARD STOPS, CONCURRENT SUBMISSIONS & ANCILLARY PRE-PLANNING GUIDE FOR STUDY TEAMS

UF Clinical and Translational Science Institute
UNIVERSITY of FLORIDA

## Start Here

**Q: Are you planning to do research with humans?**

If so, you may need ancillary reviews or coordinate with one or more of the following services, depending on your research type.

## Legend

**Before Submitting to IRB, Check For:**

*The colors below represent:*

- **Hard Stop for the IRB**
  -Must be approved before submission
- **Parallel Submissions for IRB & Others**
  -Submit/Contact at the same time
- **Ancillary Coordination**
  -Outside of IRB but impacts study start-up times

## Does your research include:

### ALL Clinical Trials - Human
- Coordinate with: Clinical Research Hub (CRH)

### ALL Clinical Research (In-Patient)
- Contact: UF Health Shands Gainesville hospital

### Biohazardous Materials (HAZMAT)
- Submit to: Institutional Biosafety Committee (IBC)
- Coordinate with: Environmental Health & Safety (EH&S)*

### Cancer-Related
- Submit to: Scientific Review & Monitoring Committee (SRMC)

### Clinical Research Services (CRC/CRV)
- Coordinate with: Clinical Research Center or Clinical Research Vehicle

### Consulting fees, intellectual property, travel
Individual Conflict of Interest (COI)
- Submit to: UF COI Program - eDisclose

### Data Capture & Access (Data)
- Coordinate with: Integrated Data Repository (IDR)
- Submit to: UF Privacy Office (EPIC Access)
- Coordinate with: REDCap

### Devices
- Submit to: FDA (Devices)
- Contact: Shands Supply Chain
- Review: IRB Guideline

### Drugs
- Coordinate with: Investigational Drug Services (IDS)

### International Research (Int. R.)
- Submit to: International Research Form
- Review: Export Controls (Sponsor)

### Investigational Products (IP)
- Register at: ClinicalTrials.gov
  Contact: CTSI for IND/IDE Support

### Multi-Institutional Research (MIR)
- Review: sIRB Requirements
  If Eligible: Submit IRB Contact Form
  *(select option sIRB)*

### Owning stock, patents, gifts
Institutional Conflict of Interest (COI)
- Submit to: UF COI Program - eDisclose

### Radiology (RAD)
- Submit to: Radiation Safety

### Sensitive Data / IT Systems / Cloud Services / Devices (TECH)
- Submit to: UF IT - Integrated Risk Management (IRM)

### Specimen & Pathology Processing (LAB)
- Coordinate with: Shands Lab

### UF Nursing Research
- Submit to: Nursing Research and Innovation Council (NRIC)

*Required Trainings

**REACH OUT TO CTSI FOR QUESTIONS & RESEARCH SUPPORT SERVICES**

Updated 1.8.2026

# READY TO SUBMIT PROTOCOL TO MYIRB?

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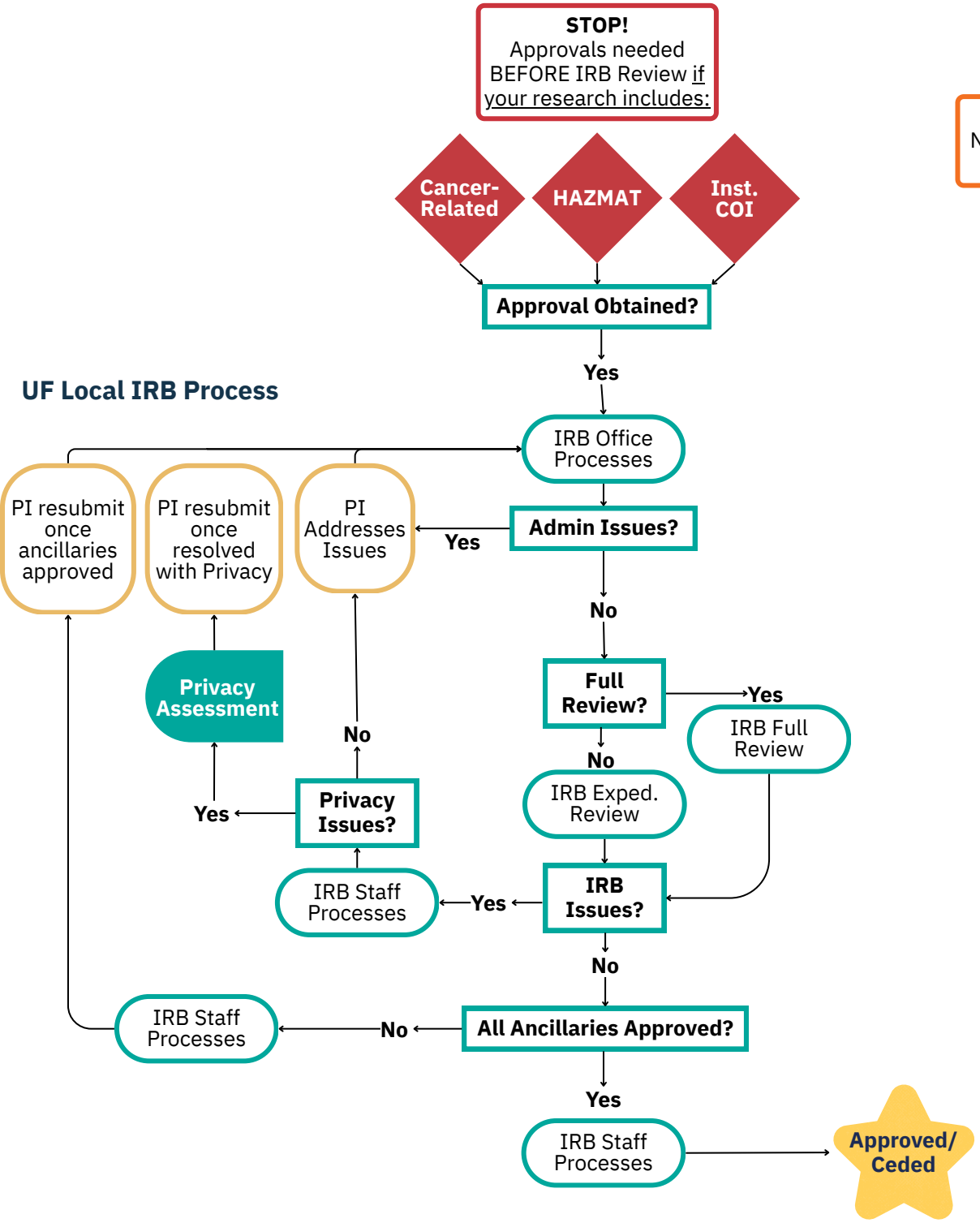


**Applicable Ancillaries & Others:**

**Heads Up!**
Need to submit concurrently if your research includes:

- Ind. COI
- IP
- RAD
- HAZMAT
- Int. R.
- MIR

- Devices
- Data
- TECH

**Impacts Study Start Up Times!**
Occurs outside IRB approval if your research includes:

- Clinical Trial
- Inpatient
- NRIC
- CRC/ CRV
- LAB
- Drugs

**If your research includes any of the diamonds, see page 1**