Division of Research Integrity and Compliance

**ARC Portal (for eIRB, eIACUC, eCOI)**
The Office of Research Integrity & Compliance administers key research-related assurance and compliance programs required by federal and state agencies and programs for the conduct of research at USF. This ARC Portal site enables the office to manage all aspects of the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC) and Conflict of Interest (COI) programs.

**Research Conflict of Interest**
The principal objective of conflict of interest review in research is to protect the integrity of the research. For research involving human subjects, there is an even greater responsibility which is to protect the safety and welfare of the human subjects who participate in research. Any conflict that threatens these objectives must be eliminated or managed. By working together to manage these conflicts, the investigator, responsible administrators, and review committees can achieve these objectives.

**Effective August 24, 2012, all investigators who are funded by or anticipate funding by PHS and Certain Federal Agencies, Foundations or Extramural Sponsors are required to complete a new COI Interest Inventory.** The ARC Portal will guide you through required training then through the process of disclosure of applicable interests and their relationship to your institutional responsibilities.

**IRB approvals**
The University of South Florida System (USF System) requires from faculty, staff, and students the responsible conduct of research and the ethical treatment of human subjects in research. The USF System has a systematic and comprehensive Human Research Protection Program (HRPP) that is designed to protect the rights, dignity, and welfare of human subjects who participate in the research programs of the USF System and its affiliated institutions. The program is based on the ethical principles outlined in the Nuremberg Code, the Declaration of Helsinki, and the Belmont Report.

The Institutional Review Boards (IRBs) are granted authority through federal regulations to review research proposals and take any of the following actions:

- Approve
- Require modification to secure approval
- Disapprove
- Suspend or terminate approval
- Observe or have a third party observe consent processes or the conduct of research
- Conduct Quality Assurance evaluations and for-cause audits of on-going and closed research studies involving human subjects
**Mandatory Investigator Education for Human Research Protection**

The USF HRPP requires all individuals who engage in human subject research to obtain USF IRB-approved human subjects protection education prior to receiving IRB approval for new and continuing research. Recertification must take place every three years from the date of initial certification through the CITI Refresher Course [https://www.citiprogram.org/](https://www.citiprogram.org/) or another USF IRB-approved program listed on the IRB website. In lieu of a CITI course, USF Undergraduate and Graduate students can choose to participate in one of the USF IRB's bi-annual Student Researcher Workshops, offered in the fall and spring semesters. This live workshop provides training and information regarding human subject research, and fulfills the education requirement for three years.

It is the responsibility of investigators and their staff to maintain current certification in human research protection education while engaged in human subject research. Education in human research protection is required for all faculty, staff and students directly involved in the conduct of research. This includes:

- Individuals who collect or enter data
- Individuals who conduct study procedures (including informed consent) or interventions with human subjects
- Individuals who use or have access to private information that can be linked to research subjects

This policy applies to all research involving human participants regardless of funding or sponsorship. The IRB has the authority to suspend or withhold approval from any project that involves study personnel who fail to meet these education requirements.

**IACUC approvals**

The Institutional Animal Care and Use Committee (IACUC) is a self-regulating entity that, according to U.S. federal law, must be established by institutions that use laboratory animals for research or instructional purposes to oversee and evaluate all aspects of the institution's animal care and use program. See website [http://www.research.usf.edu/dric/iacuc/](http://www.research.usf.edu/dric/iacuc/)

**Useful Links and Information**

ARC Help Desk Contact: RSCH-arc@usf.edu or 813-974-2880

ARC Home Page: [https://eirb.research.usf.edu/Prod](https://eirb.research.usf.edu/Prod) (select “ARC training materials” on the left side of the page for more training documents)

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/)