



## Memorandum

**To:** University Research Community  
**From:** Christopher Grayson, Director of Research Integrity  
**Subject:** TOPAZ Electronic Protocol Application System for Human Research  
**Date:** November 15, 2012

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The Division of Research is in the process of deploying the TOPAZ Electronic Protocol Application System, which will allow investigators to submit their IRB protocols electronically online. This new system will provide a more efficient way to prepare, submit, approve, and track IRB protocols. Please review the important dates provided below.

- 12/10/12 Paper IRB Submission Cut-Off Date:** Deadline for submitting paper-based IRB protocol submissions. Paper-based IRB protocol submissions will not be accepted after this date.
- 12/11/12 TOPAZ IRB General Training Presentation (Recommended):** High-level overview for investigators on submitting an IRB protocol in the new TOPAZ system.
- 12/13/12 TOPAZ IRB Computer Lab Training Workshop (Optional):** Hands-on training for investigators on doing “mock” IRB protocol submissions in the TOPAZ system.
- 01/02/13 TOPAZ IRB System Go-Live Date:** Investigators can begin using the new online IRB protocol submission system to electronically submit their IRB applications.

Further information about the new TOPAZ system deployment (training sessions, user guides, and other requirements) can be accessed from: <http://research.fiu.edu/compliance/topaz/index.html>

If you have any questions about registering for a TOPAZ training course, please contact Elvia Molina, IRB Program Assistant at 305-348-0056 or via email at [molinae@fiu.edu](mailto:molinae@fiu.edu).

If you have any questions about the deadline for paper-based IRB protocol submissions, please contact Maria Melendez-Vargas, IRB Coordinator at 305-348-8311 or [mdemelen@fiu.edu](mailto:mdemelen@fiu.edu)

Thank You