WebIRB Tips: February 13, 2014

WebIRB Account Request

- webIRB accounts should only be requested for study personnel who require access to webIRB. Study personnel who do not require webIRB access must be listed in section 1.1a/item 2.0 under “Other personnel”.

- UCLA faculty members must request webIRB accounts for UCLA students and staff.

  Email account requests to webirbhelp@research.ucla.edu. Please include:
  - User’s UCLA Bruin Online logon ID (NOT the UCLA mednet logon ID),
  - UCLA 9-digit UID#
  - Full name,
  - Email address,
  - UCLA department

  * Account requests for non-UCLA users may require additional information

Note: webIRB accounts are independent of CITI training accounts.

Study Closure

- Researchers are required to submit a study closure request via webIRB once the research has been completed.

- Research is NOT considered complete if any of the following are true:
  - Enrollment at the UCLA-approved site is ongoing.
  - Research-related interventions and/or follow-up at the UCLA-approved site is ongoing.
  - Participant follow-up at the UCLA-approved site is ongoing.
  - Biological specimens containing personally identifiable information are being maintained in a repository that has been approved as part of this study or upon which analysis or research is ongoing. If, however, specimens were transferred to a separate repository that has ongoing IRB approval, the study may be closed.
  - Data analysis or manuscript preparation that involves the use or access to personally identifiable information is ongoing. (Studies currently in data analysis with data having been stripped off identifiers, rendering it impossible for anyone to link the data to the participants can also be closed.)
  - If there is an external study sponsor and the sponsor has not provided permission to close the study with the IRB.

- Faculty sponsors may submit closure requests on behalf of student researchers who are no longer at UCLA.

See also: UCLA OHRPP Guidance: Closure of Human Subjects Research Studies

QUESTIONS

Please direct any questions to the IRB staff at:
MIRB1, MIRB2, MIRB3: mirb@research.ucla.edu or (310) 825-5344
NGIRB, SGIRB, Exempt: girb@research.ucla.edu or (310) 825-7122