

## March 29, 2014 Enhancement to WebIRB

### 1. Addition of a “Notices” tab in the main study workspace

This tab now includes all approval and final determination letters and will replace the current correspondence tab in the main study.

Note: The correspondence tabs in the amendment and continuing review workspace are no longer available.

History	Amendments	Continuing Review or Closure	Post-Approval Reports & Single Subject Exception	Approved Documents	Completed IRB Requests	Conditions and Determinations	Notices	Other Regulatory Documents	Training Log
AM	IRB#[YY]-[000000]-AM-[00000]	Activity							
		<input type="checkbox"/> Send Letter/Notice to Pi...[motion]							
		View Letter/Notice							
CR	IRB#[YY]-[000000]-CR-[00000]	Activity							
		<input type="checkbox"/> Send Letter/Notice to Pi...[motion]							
		View Letter/Notice							
PAR	IRB#[YY]-[000000]-PAR-[00000000]	Activity							
		<input type="checkbox"/> Send Letter/Notice to Pi...[motion]							
		View Letter/Notice							
NS	IRB#[YY]-[000000]	Activity							
		<input type="checkbox"/> Send Letter/Notice to Pi...[motion]							
		View Letter/Notice							

### 2. The pop-up for adding personnel on the first page of the application (section 1.1/item 5.0) now includes three new items. Investigator will be required to answer these 3 new questions when submitting a new study or an amendment.

5.7  
\*If this study includes devices/diagnostics and/or a Humanitarian Device, will this person be authorized to manage the dispensation and accountability of the device?  
 Yes  
 No  
 N/A

5.8  
\*If this study includes personally identifiable information, will this person have access to that information?  
 Yes  
 No  
 N/A

5.9  
\*If this study includes coded data and/or specimens will this person have access to the code key?  
 Yes  
 No  
 N/A

## Uploading Study documents in WebIRB

Each study document should only be attached **once** within WebIRB, in the appropriate section:

- 10.1/item 1.0 – Study instruments
- 18.- – Recruitment material
- 19.2/item 3.1 – Screening material
- 20.3/item 5.0 – Adult consent material
- 21.11/item 5.0 – Assents and parental permission material

Note: Please do not include any footer on your recruitment/consent material. WebIRB will automatically stamp the expiration date and IRB number on the study documents once the study is approved.

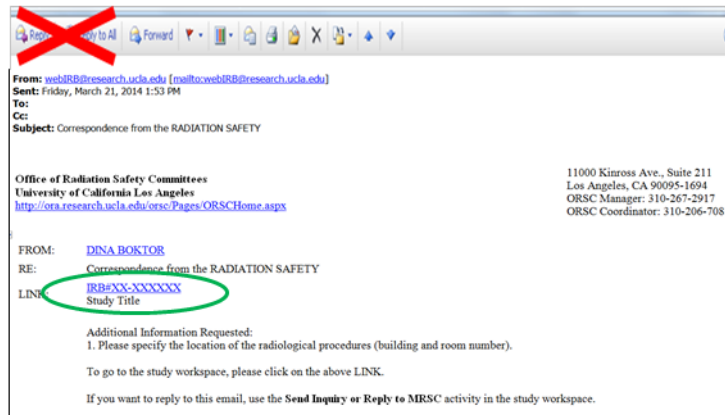
## For Studies Involving Radiation

To contact or reply to MRSC in WebIRB, please use the “Send Inquiry or Reply to MRSC” activity.

*Note:* Using the “Send Inquiry or Reply to IRB” will **NOT** reach the MRSC administrator.

Current State	Study: Sample Approved Study for webIRB Training - 2
<p><b>Approved</b></p> <p>View Study</p> <p>Printer Version</p> <p>View Differences</p> <p>SS-Print All Request Notes</p> <p><b>Owner (IRB Staff):</b> IRB Staff1</p> <p><b>My Activities</b></p> <p>Send Training Reminder</p> <p>Send Inquiry or Reply to IRB</p> <p>Study Team - Log Private</p> <p><b>Send Inquiry or Reply to MRSC</b></p> <p>New Post-Approval Report or Single Subject Exception</p> <p>New Amendment</p> <p>Continuing Review or Closure</p>	<p><b>Full Title of Study:</b> Sample Approved Study for webIRB Training - 2</p> <p><b>Protocol ID:</b> IRB#11-000043</p> <p><b>Principal Investigator:</b> A PI2</p> <p><b>Faculty Sponsor:</b></p> <p><b>Study Contact Person:</b> Study Staff2</p> <p><b>Initial Submission Date:</b></p> <p><b>Review Type:</b> Full IRB Review</p> <p><b>Committee:</b> Medical IRB 1</p> <p><b>Expiration Date:</b> 11/21/2016</p> <p><b>Letter of Approval:</b> View</p> <p><b>PI Proxy:</b> Rebecca Simms (PI)</p> <p><b>PI Assurances:</b> Completed</p> <p><b>FS Assurances:</b> Not Required</p> <p><b>Request to Continue Participants during Approval Lapse:</b></p> <p>History   Amendments   Continuing Review or Closure   Post-Approval Reports &amp; Single Subject Exception   Approved Documents   Completed IRB Requests   Conditions and Determinations   Notices   Other Regulatory Documents   Training Log</p> <p>Filter by Activity</p>

- When the MRSC sends a inquiry or reply, the notification will say  
  
“Correspondence from the RADIATION SAFETY”
- Use the link in the email to go to the workspace to view the inquiry/reply and if necessary respond to the MRSC requests.
- **Do Not Reply to the email.**



*Example of webIRB email notification the PI will receive when the MRSC administrator sends an inquiry or reply.*

## QUESTIONS

Please direct any questions to the IRB staff at:

MIRB1, MIRB2, MIRB3: [mirb@research.ucla.edu](mailto:mirb@research.ucla.edu) or (310) 825-5433  
 NGIRB, SGIRB, Exempt: [girb@research.ucla.edu](mailto:girb@research.ucla.edu) or (310) 825-7122