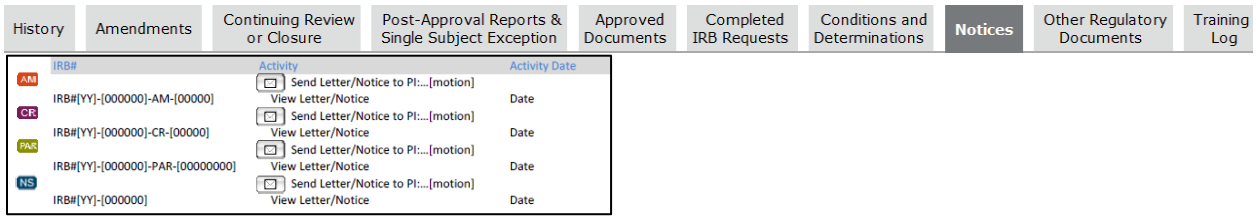
webIRB Tips: *April 17, 2014*

March 29, 2014 Enhancement to WebIRB

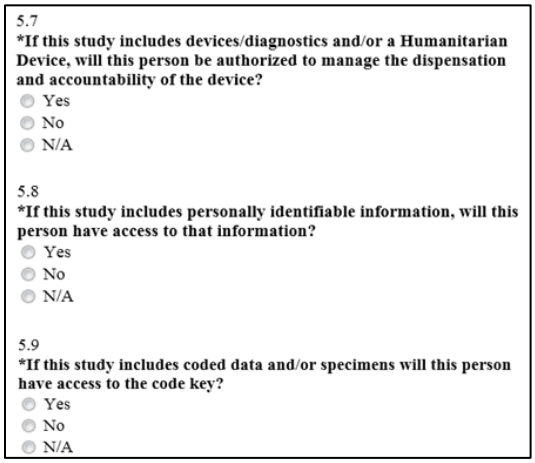
1. Addition of a “Notices” tab in the main study workspace

   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.



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.



Uploading Study documents in WebIRB

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

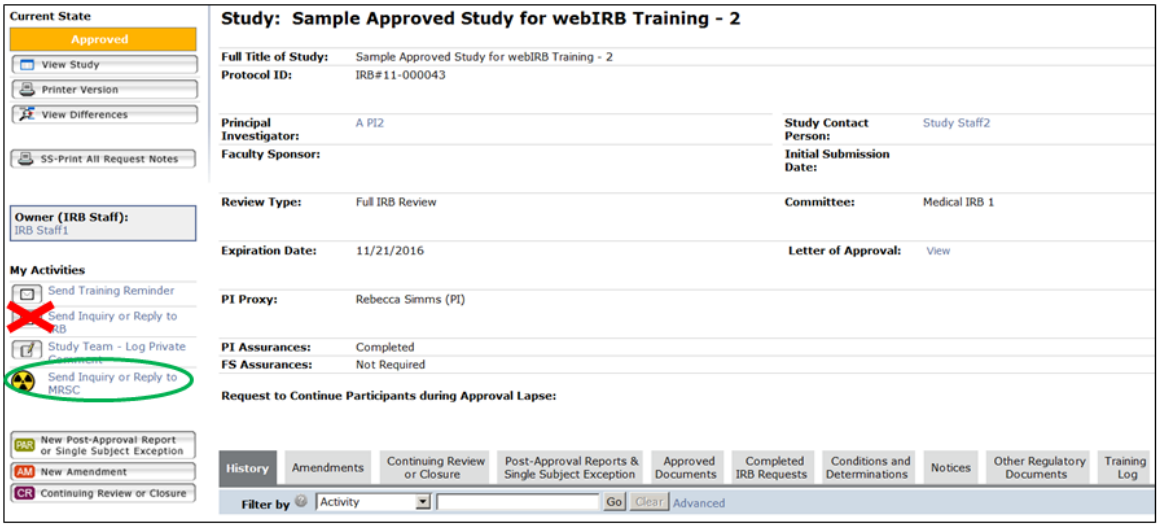
10.1/item 1.0 – Study instruments
18.- – Recruitment material
19.2/item 3.1 – Screening material
20.3/item 5.0 – Adult consent material
21.11/item 5.0 – Assents and parental permission material

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.

*<u>Note:</u> Using the "Send Inquiry or Reply to IRB" will **<u>NOT</u>** reach the MRSC administrator.*

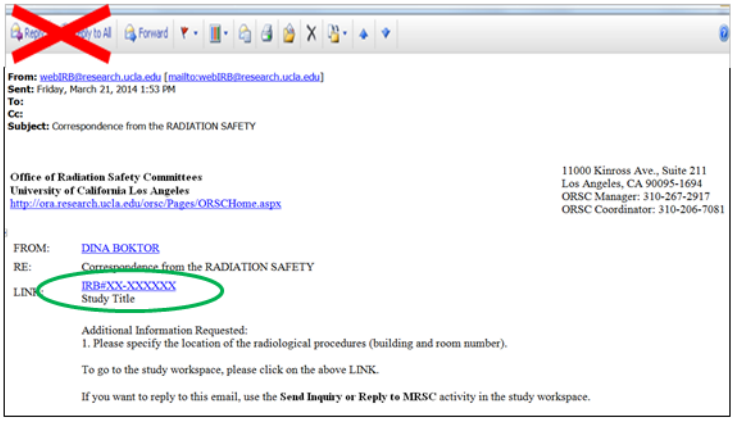


- When the MRSC sends a inquiry or reply, the notification will say

  "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 or (310) 825-5433
NGIRB, SGIRB, Exempt: girb@research.ucla.edu or (310) 825-7122