June 1, 2012: webIRB Contact Information and June System Enhancements

Does webIRB have the right contact information for you?

To facilitate the IRB approval process, please verify that the following information is up-to-date and complete in webIRB:

- Email address
- Degree(s)
- Title
- Department
- Telephone number

To view and update your contact information, log into webIRB and click on your name at the top right corner.

System Enhancements

Based on your comments and feedback about improving webIRB, the following changes have been made and are among those you will see in the webIRB June 4, 2012 system enhancements.

- **Your webIRB Homepage**

  1. Addition of the Archived tab that will store Studies in the following state: Withdrawn, Closed, and UCLA IB Review Not Required
  2. Renaming the heading Project State to State and allowing filtering and sorting by State in all tabs
  3. Addition of PI column in all tabs except the Profile tab

- **Project Workspaces**

  1. A major change to Approved Study workspace includes renaming the button that creates a continuing review to **Continuing Review or Closure**.
  2. Subsequently, all references to Continuing Review were changed to Continuing Review or Closure such as:
     a. The CR workspace name
     b. Relevant buttons
     c. Relevant activities

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1 Sorting and filtering by PI is only allowed in the My IRB Studies tab.
• Principal Investigator and Faculty Sponsor Assurances

1. Instructions were added to the Principal Investigator and Faculty Sponsor Assurances for New Studies:

Please provide your assurance by selecting the Agree check box. Then scroll down and click the “OK” button.

2. Instructions were added to the Principal Investigator and Faculty Sponsor Assurances for CRs:

Please select the applicable assurance for your submission. Select either the assurance for Continuing Review or Study Closure. Then scroll down and click the “OK” button.

New and Updated webIRB Reference Guides

Various reference guides for navigating webIRB are available the Quick Reference Guides & Training Materials section of the webIRB homepage. You do not need to log into webIRB to access the following documents:

• Completing PI Assurances for a New Study NEW!
• Completing PI Assurances for a Continuing Review NEW!
• Completing FS Assurances for a New Study NEW!
• Completing FS Assurances for a Continuing Review NEW!
• How to Respond to IRB Requests UPDATED!
• Updating your webIRB Profile and Contact Information UPDATED!

OHRP HOMEPAGE: http://ohrpp.research.ucla.edu/