

Human Research News

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

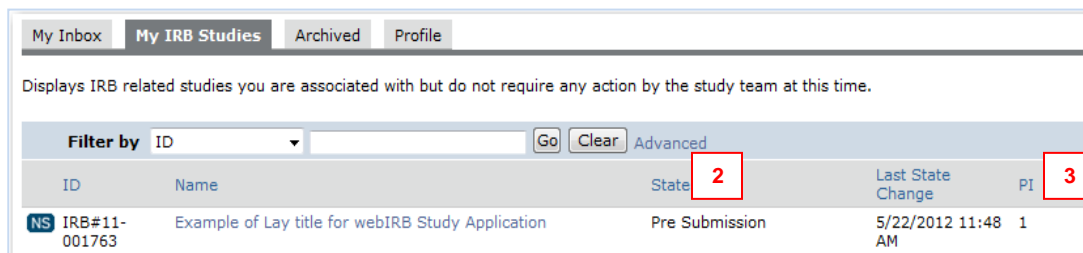
To view and update your contact information, log into [webIRB](#) and click on your name at the top right corner.

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

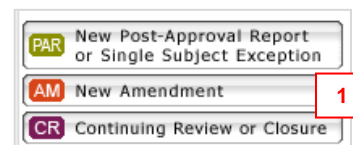
1. Addition of the *Archived* tab that will store Studies in the following state: Withdrawn, Closed, and UCLA IB Review Not Required
2. Renaming the heading *Project State* to *State* and allowing filtering and sorting by *State* in all tabs
3. Addition of PI column in all tabs¹ except the *Profile* tab



ID	Name	State	Last State Change	PI
NS IRB#11-001763	Example of Lay title for webIRB Study Application	Pre Submission	5/22/2012 11:48 AM	1

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



Continuing Review or Closure: 2012 Review for IRB#11-0003

Continuing Review or Closure ID: IRB#11-000309-CR-00001

Edit Continuing Review or Closure

My Activities

Submit Continuing Review or Closure

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!**