**Human Research News: webIRB Update**

**Date: 2010-07-22**

Good news! webIRB, the online IRB application system, is now available to all UCLA Investigators and study staff for New Studies and Continuing Reviews.

**Requirements to Use webIRB**

Now that the webIRB is available to all researchers, the following requirements to begin using webIRB have been established:

- Beginning October 1, 2010, the IRB will accept only webIRB applications for [New Studies](#) and [Continuing Reviews](#).
- At the time of Continuing Review a new webIRB application will be required. Because this conversion will require a one-time extra investment in time, investigators need to plan ahead to avoid lapses in approval.

**Important Notes:**

- **New IRB Number** - When investigators enter their studies into the system at the time of continuing review, the studies are assigned a new IRB number. It is in the format YY-NNNNNNN. Please notify any study sponsors and campus departments involved with the study of the new IRB number once it is assigned.
- **Data Analysis Phase Only** - If your study is at the phase that it is only analyzing data at the time of continuing review, the webIRB application will require information about that phase of the study only and will, therefore, be short and easy to complete. We encourage investigators to submit these types of studies in webIRB starting now.

**Amendments** (modifications) and [Post Approval Reports](#) (adverse events, violations and incidents, and safety updates) will be accepted in paper version for paper studies until the studies are converted to webIRB at the time of continuing review.

**webIRB Training**

webIRB training sessions are being held on both North and South campus. Investigators and study staff can schedule sessions at the following website: [https://www.securedata-trans12.com/ap/uclaohrrp2/index.php?page=10](https://www.securedata-trans12.com/ap/uclaohrrp2/index.php?page=10)

**Important Note:** Sessions are now available for July and August.

**Questions and Help**

For questions about or help with webIRB contact the webIRB helpdesk at [webirbhelp@research.ucla.edu](mailto:webirbhelp@research.ucla.edu) or call 310-267-1887.

**webIRB Revisions and Improvements**

Now that the roll-out phase of the webIRB application is complete and the application is open to all investigators and researchers, many of the recommended revisions and changes will start being incorporated. There will be several phases of updates and improvements will be ongoing.

Human Research News

**July 22: webIRB update**

- **The next update, scheduled for early August, includes**
  - revised and new application questions that will help speed up the IRB approval process and
  - some previous questions will be deleted
- **After the changes are implemented they will affect current webIRB applications as follows:**
  - **Submission of Amendments for Approved Studies:** webIRB will require completion of the new application items before the amendment can be submitted for review.
  - **Studies in IRB Review at the time of the Update:** webIRB will require completion of the new application items before a response to IRB feedback can be submitted.

  We will announce the date of the changes as soon as we have the final schedule.

**To subscribe to the webIRB Update listserv:**

Send an e-mail to: [webIRB-subscribe@lists.ucla.edu](mailto:webIRB-subscribe@lists.ucla.edu). The subject line and body of the e-mail can be blank.