Below is a summary of webIRB updates made this past weekend. Due to this upgrade, if your study is currently in the following states “Pre-Review Request”, “Accepted Pending Modification” or “Deferred” states you **may** be asked to answer a few additional questions when you respond to IRB correspondence.

## A. UPDATES to Sections

1. **Section 2.2/item 3.0 of the main application has been moved to section 2.1 to group the JCCC questions together.**

   4.0 *Is this study cancer related, including the recruitment of individuals with cancer, collection of cancer human biological samples, specimens or data, or the recruitment of individuals because they are cancer survivors or at risk of developing cancer and/or involves gene therapy?*

   - Yes
   - No
   - Clear

   **Note:** If you answered “Yes”, you must submit an application to the Jonsson Comprehensive Cancer Center (JCCC) Internal Scientific Peer Review Committee (ISPRC). Click here for instructions for submitting to the ISPBC. The ISPBC approval notice or letter of exemption should be attached in Section 2.1/Item 5.2 of the webIRB application.

2. **The Multi-site sections have been updated and regrouped into 4 sections for clarity.**

   (*Please note that not all studies will branch out to the following 4 sections*

   The multi-site portion of the application has now been consolidated into 4 sections instead of 5:

   - 7.1: Site locations
   - 7.2: UCLA site
   - 7.3: Other than UCLA site locations
   - 7.4: Multi-institutional studies where UCLA is NOT the lead site (previously labeled 7.5)
3. **The Recruitment sections have been regrouped into 4 sections.**

The previous 12 recruitment sections have been combined into 4 sections: (*Please note that not all studies will branch out to the following 4 sections)

18.1: Type of Identification and Recruitment Method  
18.2: Recruitment  
18.3: Identification  
18.7: Review of medical records to identify potential research participants

A. Selecting any of the following options brings up 18.2  
   - Advertisements/Flyers/Information Sheet/Internet Postings  
   - Direct recruitment of potential study participants  
   - Recruitment Letters/Emails  
   - Referrals  
   - Participant pool

B. Selecting any of the following options brings up 18.3  
   - Random or Other Probability Sampling  
   - Review of publicly available records  
   - Review of other records  
   - Potential Study Participants are identified from another IRB approved study or IRB approved screening protocol  
   - Other

C. All previous recruitment documents (except for 18.7 which remains in that section) are being moved to 18.2/item 1.0.

4. **Attachment extensions in WebIRB.**  
   For security reasons, *.rtf and *.exe files are no longer accepted in the application.

**B. FIXES & ENHANCEMENTS**

1. **Broken links in WebIRB**  
   All known/reported broken links in the application have been fixed.

2. **Broken links on Amendment letters**  
   Links have been fixed and now redirect to the correct section of the modified study.

3. **Study expiration time**  
   The expiration time has now been set to the end of the day midnight and not 12:00am the day of.

4. **Edited notices now appear in the “Notices” tab.**

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