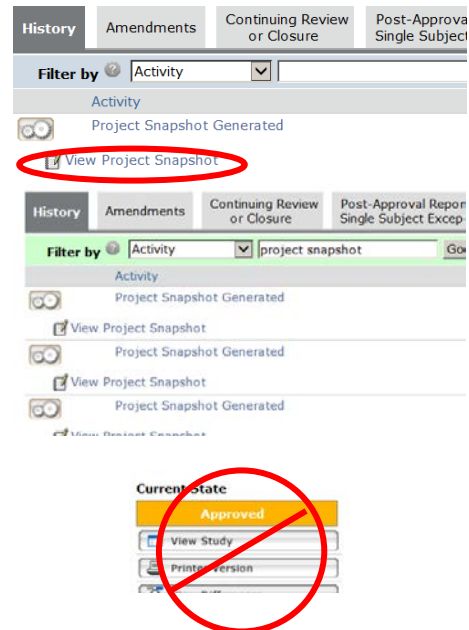


webIRB Tips: December 4, 2014

webIRB Project Snapshots – The Official Version of Submitted and Approved Protocols

- The **Project Snapshot** is a **static** copy of the webIRB Smartform as it appeared at the time points in the review history where the **Project Snapshot** is generated (at initial submission and approval).
- **Project Snapshots can be located in the History** tab of each study workspace.
- You may find all **Project Snapshots** for a study by using the **Filter** function, and using **Project Snapshot** as your search criteria.
- In contrast, the “**View Study**” and “**Printer Version**” activities are NOT designed to provide official copies of submitted or approved webIRB Smartforms. These activities “**build**” the application content based upon the current version of the webIRB Smartform when the activities are selected. **This version may include questions or content that were not present at the time of the original submission or approval.**



APPLICATION TIP OF THE MONTH: Section 6.2/Item 1.8, Funding Proposal

Section 6.2/Item 1.8 asks “Does the content of this IRB application differ from the activities described in the attached funding proposal, subcontract, or scope of work?”

This question is included in the webIRB Smartform because funding and IRB proposals do not always have a 1:1 correlation. Your response to this section identifying differences up front helps facilitate IRB review.

Examples of affirmative responses:

- *This application only describes the first phase.*
- *The entire grant is attached, but UCLA is involved only in those activities outlined in the subcontract.*
- *The funding proposal indicates that the research will be conducted in person, but the protocol indicates that the study will be conducted online because we changed our planned methods.*

REMINDER – webIRB Account Logon/Password

The OHRPP would like to remind all webIRB users that **individuals are accountable for any actions initiated under their user accounts**. To meet regulatory requirements and best practices, the system logs all actions, the dates and times of those actions and the individuals performing those actions. **Sharing login IDs and passwords is strongly discouraged.**

webIRB Email Address

Please make sure your email address listed in webIRB is current. All webIRB notifications will be sent to the email listed in webIRB. If you need to update your email address or verify that the one listed in webIRB is correct, please logon to www.webIRB.research.ucla.edu and click on your name at the top right corner.

webIRB Enhancements – COMING SOON!

A number of enhancements will be made to webIRB on Saturday December 6. A summary of changes coming soon!