

Guidance and Procedure: Brief Overview of webIRB Submission Procedures (April 30, 2013)

Step 1: Login

- Log in to WebIRB using your UCLA Logon ID.
- Click [here](#) to obtain UCLA Logon ID and password if you do not already have one
- All UCLA faculty and staff hired after February 2, 2013 must request a webIRB account in order to access webIRB. Click [here](#) for details about how to request a webIRB account.

Step 2: Complete the Online Application

- Select the “Create New Study” option under the activities menu on the left side of your screen to create a new webIRB application. The application is a “Smartform” that will branch to additional pages as needed depending on your responses to questions (e.g. types of research, special subject populations). Click here for [Study Application FAQs](#).
- Click here for [Amendment Application FAQs](#).
- Click here for [Continuing Review Application FAQs](#).
- Click here for [Post Approval Report \(PAR\) FAQs](#).
- Click here for a [complete list of Quick Reference Guides and Training Materials](#) for Investigators and Research Staff.

Step 3: Submit the Completed webIRB Application



Click the Submit button under “My Activities” on the left side of the webIRB screen in order to submit your online application or response so that the IRB review can begin.

*Only the **Principal Investigator (PI)**, **Faculty Sponsor (FS)**, or **PI Proxy** can **Submit** an application.*

*Other Key Personnel can select “**Send Ready Notification**” option, to alert the PI/FS/PI Proxy that a webIRB application is ready to be submitted.*

For additional assistance please contact the UCLA webIRB Helpdesk at one of the following:

MIRB (310) 825-5344
GCIRB (310) 825-7122
webirbhelp@research.ucla.edu