

BruinIRB Quick Reference Guide: Full Board Review for Committee Members (04/2021)

Locating Studies Assigned to You for Review

From your Dashboard, you will see:

- My Inbox: Items that require you to take action (may include both applications for you to take action on as a researcher and application for you to review as an IRB member).
- **My Reviews: Items assigned to you to review. These are a subset of the items in My Inbox.**
- Create menu and buttons: Actions you can perform. The menu will not show if you do not have access to any buttons.
- Recently Viewed: The last several items you viewed. Look here for an item you worked on recently.

The screenshot shows the BruinIRB dashboard interface. At the top, there are navigation tabs: 'Dashboard' (highlighted with a red box), 'IRB Home', and 'IRB'. Below the navigation, there are buttons for 'My Inbox' and 'My Reviews' (both highlighted with red boxes). On the left side, there is a 'Recently Viewed' section (highlighted with a red box) listing several items. The main content area is titled 'My Inbox' and contains a search bar and a table of items. The table has columns for ID, Name, Date Created, Date Modified, State, and Coordinator. Below the table, it shows '4 items' and pagination information: 'page 1 of 1' and '25 / page'.

ID	Name	Date Created	Date Modified	State	Coordinator
IRB-21-5015	Committee Review C&VC 3/25/21	3/23/2021 12:52 PM	3/23/2021 1:08 PM	Committee Review	Lubabah Helwani
RNI00000002	My PAR	2/22/2021 9:13 AM	3/17/2021 10:56 AM	Committee Review	
STUDY00000009-PAR-0001	Title	3/5/2021 7:41 PM	3/5/2021 7:43 PM	Non-Committee Review	
STUDY000000027	DMR Example	2/5/2021 1:55 PM	2/5/2021 2:00 PM	Non-Committee Review	

Locating Meeting Agendas

As a committee member, you can access a meeting agenda from the agenda notification email or by navigating to it in BruinIRB.

1. In the Top Navigator, click **IRB** and then **Meetings**.

BruinIRB | UCLA Research Administration | **TEST** | Hello, IRBTTEST COMMITTEE_1 ▾

Dashboard | IRB Home | **IRB** | Submissions | **Meetings** | Reports | Library | Help Center

Meetings

Upcoming Meetings | Past Meetings | Committees

Filter by [?] Name + Add Filter × Clear All

Name	State	Location	Time	Committee	Agenda Items
March MIRB1 Meeting	Scheduled	Zoom	3/31/2021 12:00 PM	Medical Institutional Review Board 1	2
March MIRB3 Meeting	Scheduled	Zoom	3/31/2021 12:00 PM	Medical Institutional Review Board 3	3
March NGIRB Meeting	Scheduled	Zoom	3/31/2021 12:00 PM	North General Institutional Review Board	
March SGIRB Meeting	Scheduled	Zoom	3/31/2021 12:00 PM	South General Institutional Review Board	

4 items | page 1 of 1 | 10 / page

- From the list of meetings, click the name of the meeting. The meeting workspace displays the list of agenda items.
- Access all items assigned to the agenda in the **Agenda Items** tab
OR
Click the agenda link for a printable agenda document or you will see a list of all the protocol that are on the meeting agenda in the meeting workspace.

Committee: Medical Institutional Review Board 3

March MIRB3 Meeting

Meeting date & time: 3/31/2021 12:00 PM | Location: Zoom

Agenda: Agenda for March MIRB3 Meeting.doc(0.02) ... **Items on agenda:** 3

Minutes:

Report: Expedited Submissions Approved in the Last 45 Days

Agenda Items | Attendees | History | Supporting Documents

ID	Name	State	Coordinator	Record Decision	Reviewers/Presenters	SubmittedDate
IRB-21-5007	Full Committee Example	Approved			• IRBTTEST COMMITTEE_1 (Primary Reviewer)	03/15/2021

Review A Submission

You will receive an email when a study has been assigned to you to review and the submission will appear in your IRB inbox. Review comments and related files are not visible to study team members.

To review the submission pages:

- Click **Review Study** and review each section. You can scroll through the submission or use the Left Navigator to jump to specific sections of the form.

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Dashboard | IRB Home | IRB | Submissions | Meetings | Reports | Library | Institutional Profiles | Help Center

Non-Committee Review | IRB-21-5014: C&VC 3/25

Entered IRB: 3/23/2021 10:20 AM
Last updated: 3/23/2021 11:19 AM

Principal investigator: IRBTEST PL1
Submission type: Initial Study
Study type: Expanded Access/Compassionate Use
Primary contact: IRBTEST PL1
PI proxies:

IRB office: IRB
IRB coordinator: Lubabah Helwani
Regulatory authority: Pre-2018 Requirements

Next Steps

Review Study (highlighted in red)

Printer Version

Submit Designated Review

[Request Clarification by Designated Reviewer](#)

Flowchart: Pre-Submission → Pre-Review → IRB Review (highlighted in orange) → Post-Review → Review Complete. Clarification Requested and Modifications Required are shown as feedback loops between Pre-Review/IRB Review and Post-Review.

- To see what changed between this and a previous version, look in the Compare section of the Left Navigator.
- After reviewing each section, select the check-box at the bottom to indicate you have reviewed it. Note: This **Review Tracker** feature is optional and does not stop a submission from moving forward in the review process.

Local Research Locations

1. * Indicate the locations where any research activities will be performed by the UCLA research team with participants and/or private information obtained. ?

Check all that apply:

- UCLA Sites or UCLA Health System Sites (Does not include Harbor-UCLA Medical Center, Olive View-UCLA Medical Center, or Orthopaedic Institute for Children)
- Off Campus (in California)
- Outside California (in the U.S.)
- Outside the United States
- Internet

Above section has been reviewed: (highlighted in red)

- The section turns green, and a green check mark appears in the Left Navigator.
- If the submission is edited later, the green check mark is removed and a pencil icon is added, indicating to review that section again.

- Basic Study Information
- Study Funding Sources
- Local Study Team Members

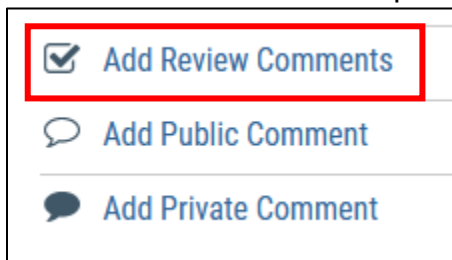
6. Click the **Reviews** tab to access reviews completed by staff, other committee reviewers, and yourself.



Prepare Review Comments for a Committee Meeting

Review comments and related files are not visible to study team members and are purged from the system when the approval letter is sent.

1. From the submission workspace, click **Add Review Comments**.



2. Type your notes for other committee members.
3. Add any documents you want to share with other committee members.
4. Click **OK**. The review comments and attachments will appear on the Reviews tab of the submission workspace.