

**BruinIRB Quick Reference Guide: Non-Committee Review (04/2021)**

**Locating Studies Assigned to You for Review**

From your Dashboard, you will see:

- My Inbox: Items that require you to take action.
- **My Reviews: Items assigned to you to review. These are a subset of the items in My Inbox.**
- 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 tabs, there are two buttons: 'My Inbox' and 'My Reviews', both highlighted with red boxes. On the left side, there is a 'Recently Viewed' section (also highlighted with a red box) listing several study items. The main content area is titled 'My Inbox' and contains a table of study items. The table has columns for ID, Name, Date Created, Date Modified, State, and Coordinator. Below the table, it shows '4 items' and a pagination control for 'page 1 of 1' with a '25 / page' setting.

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	

**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:

1. 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.

**BruinIRB** | UCLA Research Administration | **TEST** | Hello, Lubabah Helwani

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:** IRBTTEST PL\_1  
**Submission type:** Initial Study  
**Study type:** Expanded Access/Compassionate Use  
**Primary contact:** IRBTTEST PL\_1  
**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](#)

Pre-Submission → Pre-Review → IRB Review → Post-Review → Review Complete

Clarification Requested (between Pre-Review and IRB Review)

Clarification Requested (between IRB Review and Post-Review)

Modifications Required (between 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**

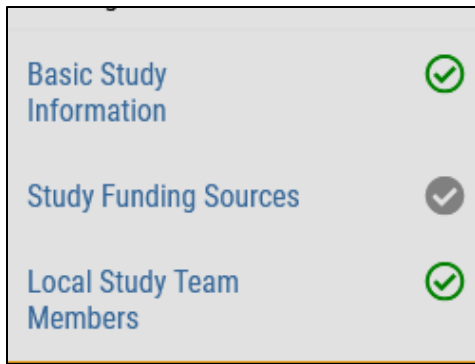
1. \* Indicate the locations where any research activities will be performed by the UCLA research team with participants and/or private information obtained. ?

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.



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



### Request Clarification Directly from the PI

If you have questions for the study team or require they make a change to the submission, use the request clarification feature to communicate back and forth with the team. When all questions have been answered or changes made, you can submit your review.

1. From the submission workspace, click **Request Clarification by ....**



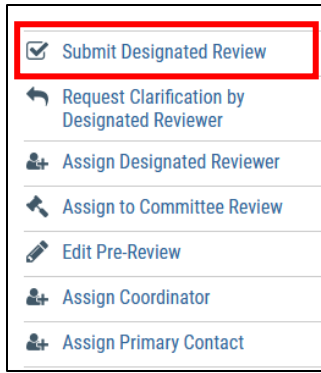
2. Type your clarification request.
3. Click **OK**.

The PI will receive an email about your request.

### Submit a Designated Review

Recording your decision completes the designated review and moves the submission forward in the review process.

1. From the submission workspace, click **Submit Designated Review**.



2. Complete the Submit Designated Review page and indicate if continuing review is required.
3. Under Supporting documents, add any documents related to your review.
4. Select the check-box affirming that you do not have a conflict of interest.
5. Click **Yes** if you are ready to submit your review. If not, click **No**, and the information you entered will be saved. You can submit your review later.
6. When finished, click **OK**.

If you said Yes, the submission moves to the IRB coordinator's inbox so the coordinator can send a determination letter to the PI.