

webIRB Tips: February 13, 2014

WebIRB Account Request

- webIRB accounts should only be requested for study personnel who require access to webIRB. Study personnel who do not require webIRB access must be listed in section 1.1a/item 2.0 under “Other personnel”.
- UCLA faculty members must request webIRB accounts for UCLA students and staff.

Email account requests to webirbhelp@research.ucla.edu. Please include:

- User's UCLA Bruin Online logon ID (**NOT the UCLA mednet logon ID**),
- UCLA 9-digit UID#
- Full name,
- Email address,
- UCLA department

* Account requests for non-UCLA users may require additional information

Note: webIRB accounts are independent of CITI training accounts.

Study Closure

- Researchers are required to submit a study closure request via webIRB once the research has been completed.
- Research is **NOT** considered complete if any of the following are true:
 - **Enrollment** at the UCLA-approved site is ongoing.
 - **Research-related interventions** and/or follow-up at the UCLA-approved site is ongoing.
 - **Participant follow-up** at the UCLA-approved site is ongoing.
 - **Biological specimens containing personally identifiable information are being maintained** in a repository that has been approved as part of this study or upon which analysis or research is ongoing. If, however, specimens were transferred to a separate repository that has ongoing IRB approval, the study may be closed.
 - **Data analysis or manuscript preparation** that involves the use or access to personally identifiable information is ongoing. (*Studies currently in data analysis with data having been stripped off identifiers, rendering it impossible for anyone to link the data to the participants can also be closed.*)
 - If there is an external study sponsor and the **sponsor has not provided permission** to close the study with the IRB.
- Faculty sponsors may submit closure requests on behalf of student researchers who are no longer at UCLA.

See also: UCLA OHRPP Guidance: [Closure of Human Subjects Research Studies](#)

QUESTIONS

Please direct any questions to the IRB staff at:

MIRB1, MIRB2, MIRB3: mirb@research.ucla.edu or (310) 825-5344
NGIRB, SGIRB, Exempt: girb@research.ucla.edu or (310) 825-7122