

## Human Research News

### **SECOND REMINDER: September 28, 2010: webIRB Update**

[webIRB](#), the online IRB application system, is available to all UCLA Investigators and Study Staff. Training sessions are being held on the South campus and in the Kinross Building. Click [here](#) to schedule a training session. **Important Note:** Sessions are now available through the end of October.

### **Requirements to Use webIRB for New Studies and Continuing Reviews of IRB Approved & Exempt Studies**

- Beginning **October 1, 2010**, that is, **two days from today**, the IRB will accept *only* webIRB applications for **New Studies** and **Continuing Reviews of IRB Approved & Exempt studies**.
- At the time of **Continuing Review** a new webIRB application will be required.
- **Amendments** (modifications) and **Post Approval Reports** (PARS—adverse events, violations and incidents, and safety updates) will be accepted in **paper version** for **IRB approved** paper studies until the studies are converted to webIRB at the time of continuing review—**except for Exempt Studies**, as noted below.

### **Requirement to Use webIRB for Amendments to Exempt Studies**

- Beginning October 1, 2010, a new webIRB application is will be required for an **amendment** to an existing paper **Exempt study**.

### **Important Notes for all webIRB Conversions**

- **New IRB Number:** When investigators enter their studies into the system at the time of continuing review or amendment of an exempt study, the studies are assigned a new IRB number. It is in the format YY-NNNNNNN. Please notify any study sponsors and campus departments involved with the study of the new IRB number once it is assigned.
- **Plan Ahead:** Because this conversion will require a one-time extra investment in time, investigators need to plan ahead. This is particularly true for conversions at the time of continuing review to assure that the approval period does not lapse.
- **Data Analysis Phase Only:** If your study is at the phase that it is only analyzing data at the time of continuing review, the webIRB application will require information about that phase of the study only and will, therefore, be short and easy to complete.
- **Tips for Converting Your Paper Application to webIRB:** This is the topic for the next Noontime Education Series which will be held on Wednesday, September 29<sup>th</sup>, October 13<sup>th</sup>, and October 20<sup>th</sup> from noon to 1:00 in Room 210 of the Kinross Building at 11000 Kinross.  
**RSVP:** By calling 310-206-7081 or e-mail [OHRPPEducation@research.ucla.edu](mailto:OHRPPEducation@research.ucla.edu) and indicate your name, department, and contact number.  
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