

## Human Research News

November 18, 2024

### 1) Action Required on Pending webIRB Submissions by Dec 19<sup>th</sup> at 5pm

To complete the transition to BruinIRB, OHRPP is requesting that you take action on your pending application(s) in webIRB, as soon as possible, but **no later than 5:00 PM on December 19, 2024.**

Notifications are scheduled to be sent in November and December to webIRB submissions in the following states:

- Pre-Submission
- Withdrawn (when automatically withdrawn due to non-response to IRB requests)
- Expired - Continuation in Progress
- Approved Pending Modifications
- Deferred Pending Modifications
- Pre-review – Clarifications Requested

These notices encourage study teams to take necessary steps to advance the pending submission to the next review state.

OHRPP's goal is to complete processing on pending submissions in webIRB by January 3, 2025. This will allow for your study to be migrated to BruinIRB for all future submissions. Before your study may be migrated, final approval/review of any pending submission must be completed in webIRB.

#### After December 19, 2024 (5:00 PM):

- Any submissions that are withdrawn due to non-response to IRB correspondence or are in the Pre-Submission states **cannot be re-activated or submitted in webIRB.**
- The "Submit" and "Reactivate" activities will no longer be available in webIRB.
- **Submissions will have to be recreated in BruinIRB to reinitiate the review process.**

**It is to your benefit to take action on pending submission(s) as soon as possible.**

Please contact [BruinIRB@research.ucla.edu](mailto:BruinIRB@research.ucla.edu) with any questions.

## **2) OHRPP's Winter Holiday closure**

In observance of the [UCLA Winter Holiday Closure](#), the Office of the Human Research Protection Program will be closed from Saturday, December 21<sup>st</sup>, 2024, through Wednesday, January 1<sup>st</sup>, 2025.

If you have a full-board study that will expire during the closure period, please submit the Continuing Review as soon as possible so it can be assigned to a [committee meeting](#). Please contact your IRB Administrator if you require assistance.

## **3) 2025 IRB Meeting Calendars**

The 2025 IRB Meeting calendars and deadlines for submissions are now available on our [website](#).

## **4) Updates to [BruinIRB Quick Guides and Resources](#)**

### **Quick Guides**

- [Guest List Management](#) (NEW)
- [Create a New Study](#) (UPDATE 11/12/24)
  - Updated to include guest list management information.
- [Updating Your Contact Information and Profile in BruinIRB](#) (UPDATE 10/2024)
  - UC POLICY - Gender Recognition & Lived Name (GRLN) (Page 1): Updated to include information about GRLN for students.
- [How to Respond to IRB Requests](#) (UPDATE 11/13/14)
  - Making and Submitting Requested Clarifications or Modifications Required (Page 2): Clarified that the Submit Response activity is available to only PI/PI Proxy(ies).

### **Protocol and Supplement Templates**

- Templates in Word format have been unlocked for all protocols and

supplements. This provides more flexibility for study teams to make revisions, comments, and track changes.

- PDF versions of templates were removed as they are long necessary with Word versions being unlocked.
- [Biomedical Research Template](#) (Page2) - UPDATE 11/15/24
  - Link added to Waivers Supplement for Deception or Incomplete Disclosure

### **BruinIRB [Main Page](#)**

- [Migration FAQs](#) (UPDATED 11/7/24)
  - Background (Page 1): Provided information regarding the current migration schedule.
  - Frequently Asked Questions (Page 2 – Question 4): Added information regarding the current migration schedule.
  - Frequently Asked Questions (Page 3 – Question 6): Provided more detailed information about what is required after a study is migrated.

### **5) OHRPP's Office Hours**

[Register once](#) to join any session:

#### **Upcoming Office Hours:**

- November 21<sup>st</sup>, 2024 at 2pm
- December 5<sup>th</sup>, 2024 at 2pm

This message was originally sent via the Human Research News mailing list. If you would like to subscribe to future announcements, please visit [ORA and Department News Subscription](#)