

webIRB Tips: December 11, 2013
First in a series of monthly tip sheets for webIRB users

SECTION 1.1 / ITEM 3.7: UCLA Policy 900 – PI Eligibility

UCLA Policy 900 - <http://www.adminpolicies.ucla.edu/pdf/900.pdf> - defines types of UCLA employees who may be eligible to serve as Principal Investigator (“PI”) for research involving human participants.

UCLA Office of the Human Research Protection Program (OHRPP) staff screen all incoming webIRB applications to verify PI eligibility for all persons listed as Principal Investigator.

Researchers must:

- (1) meet UCLA Policy 900 requirements,
- (2) identify a Faculty Sponsor who meets UCLA Policy 900 requirements,
- (3) provide a letter of exception to serve as PI, or
- (4) may elect to name a Policy-900 qualified *co-investigator* as the PI for the purpose of IRB review.

SECTION 16.1 / ITEM 1.2: Disbursement of Gift Cards, Bruin Card, and Cash

The UCLA Office of Business and Finance Services (OBFS) and the OHRPP have coordinated their efforts to collect the information needed for OBFS to provide researchers with gift cards, Bruin cards or cash to pay research participants.

OBFS uses the OHRPP-provided responses to webIRB Section 16.1/ Item 1.2 to verify researcher reimbursement requests.

Researchers may be required to submit an amendment to their webIRB protocol if their request to OBFS differs from the amount indicated in Section 16.1/Item 1.2 of the IRB-approved protocol.

NOTE: webIRB Section 16.1/ Item 1.2 asks for the **TOTAL** amount of money researchers will require in order to pay **ALL** participants during the length of the **ENTIRE** study.

EXAMPLE 1: \$10.00 per participant x 100 participants x annual payment for 5 years = \$5000.00

EXAMPLE 2:

*(Payment 1: \$5.00 per participant x 50 participants)
+ (Payment 2: \$10.00 per participant x 50 participants)
+ (Payment 1 to cohort 2: \$5.00 per participant x 20 participants)
= \$250.00 + \$500.00 + \$100.00
= \$850.00*

QUESTIONS

Please direct any questions to the IRB staff at:
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NGIRB, SGIRB, Exempt: girb@research.ucla.edu or (310) 825-7122