OHRPP Update: webIRB Submission Requirements

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October 1 Deadline

➢ Beginning **October 1, 2010**, the IRB will accept only webIRB applications for
  - New Studies and
  - Continuing Reviews of
    - IRB Approved and
    - Exempt studies.

➢ Applications in webIRB to date
  - 468 approved
  - 186 in review

➢ Total active human research studies in FY 2008/09: 4367, including IRB approvals & exemptions

After October 1, 2010

➢ At the time of **Continuing Review** a new webIRB application will be required.

➢ A new webIRB application is will be required for an **amendment** to an existing paper **Exempt study**.

➢ **Data Analysis Phase Only**: If 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).
Paper Submissions Allowed for a Small Subset

The following types of post approval submissions will be accepted in paper version for paper versions of IRB-approved studies until the studies are converted to webIRB:

- Amendments (modifications), except for studies previously certified as Exempt.
- Post Approval Reports (PARS—adverse events, violations and incidents, and safety updates)

Important Notes

- New IRB Number:
  - When investigators enter studies into webIRB at the time of continuing review or amendment of an exempt study, the studies are assigned a new IRB number.
  - New number is in the format YY-NNNNNNN.
  - Please notify any study sponsors and/or campus departments involved with the study of the new IRB number once assigned.

- Plan Ahead:
  - Because 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.

Where to Get Help

- Contact the IRB Staff: See http://ohrpp.research.ucla.edu/ for general numbers and numbers for individual staff
- Contact the webIRB Help Desk at
  - (310) 267-1887 or webirbhelp@research.ucla.edu
- To subscribe to the webIRB listserv: Send an e-mail to: webIRB-subscribe@lists.ucla.edu. The subject line and body of the e-mail can be blank.