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

A new webIRB application is 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-NNNNNNNN.**

  ▪ 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/](http://ohrpp.research.ucla.edu/) for general numbers and numbers for individual staff

- **Contact the webIRB Help Desk at**
  - (310) 267-1887 or
  - [webirbhlp@research.ucla.edu](mailto:webirbhlp@research.ucla.edu).

- **To subscribe to the webIRB listserv:** Send an e-mail to: [webIRB-subscribe@lists.ucla.edu](mailto:webIRB-subscribe@lists.ucla.edu). The subject line and body of the e-mail can be blank.