

Training Course for MIRB3 Members

Navigating webIRB & Conducting Full Board Reviews

V051310MIRB
3

What you will learn

1. How to Login
2. About "My Home"
3. How to get information about the IRB Meeting
4. The IRB Meeting Agenda
5. Reviewing Smartforms
6. Adding Reviewer Notes
7. Finalizing your Review

Links to Sites at: <http://ohrpp.research.ucla.edu>

OHRPP: UCLA Office of the Human Protection Program - Windows Internet Explorer

http://ohrpp.research.ucla.edu/

File Edit View Favorites Tools Help

OHRPP: UCLA Office of the Human Protection Program

search

OHRPP UCLA
Office of the Human Research Protection Program

MISSION AND GOALS

To promote the welfare and rights of human research participants

To support and facilitate the conduct of human research

To provide timely and high quality IRB review, education, and monitoring for human research projects

OVERVIEW AND PURPOSE

The UCLA Office of the Human Research Protection Program (OHRPP) in partnership with the research community is responsible for ensuring the safety and welfare of human research participants involved in studies being conducted at UCLA and/or being conducted by UCLA faculty, staff or students.

The OHRPP creates a full circle of protection for research subjects and researchers by providing education and training, supporting the Institutional Review Board review process and conducting quality improvement activities, including post-approval monitoring and on-site reviews of human research studies.

Full Accreditation
Association for the Accreditation of Human Research Protection Programs, Inc.

1 Education and Training

2 IRB Review

3 Post Approval and Quality Improvement Activities

Contact HRPP
Program Feedback
IRB Staff
Campus Consults

What's New
Human Research News

For Researchers
Meeting Calendars
IRB Descriptions
Forms
Policies & Guidance
HIPAA
External IRBs **New!**
IRB Feedback Survey
Other Resources
Participants' Bill of Rights
Certification, Education and Training

About UCLA IRBs
Federalwide Assurance and IRB Registration
Human Research Policy Board

webIRB New!
FAQs
Roll Out Schedule
[Links & Contacts](#)

For and About IRB Members
Meeting Calendars
IRB Member rosters
Checklists for Members

For Research Participants
Información Para Participantes
Participant Survey

Click **Links and Contacts**

webIRB and Training Links

OHRPP: UCLA Office of the Human Protection Program - Windows Internet Explorer

http://ohrpp.research.ucla.edu/wirb-links-contacts

Edit View Favorites Tools Help

OHRPP: UCLA Office of the Human Protection Program

- Meeting Calendars
- IRB Member rosters
- Checklists for Members

FOR RESEARCH PARTICIPANTS

- Información Para Participantes
- Participant Survey

ABOUT UCLA IRBS

- Federalwide Assurance and IRB Registration Information
- Human Research Policy Board

- Care Center
- Infectious Disease
- School of Nursing
- School of Public Health

For further information about the rollout, please click [here](#).

webIRB and Training Links

The links to the webIRB site and training Sandbox are provided below. We strongly encourage you or one of your research team to attend a webIRB training session before using the programs.

- Please use the following link to sign up for a training session:
<https://www.securedata-trans12.com/ap/uclaohrrp2/index.php?page=10>.
- Links to the webIRB Sites
 - Link to the webIRB website: <https://webirb.research.ucla.edu/WEBIRB/>
 - Link to the webIRB Sandbox (Training website): <https://webirbtest.research.ucla.edu/sandbox>

webIRB Contacts

The webIRB Help Desk is available to provide assistance with using webIRB and for reports of technical problems experienced while using the site.

webIRB Help Desk	E-mail Address and Phone
Hours:	webIRBhelp@research.ucla.edu

Click the link to the **webIRB Sandbox** site

Login#1

Click **Login**

The screenshot shows the 'webIRB Home' page of the 'SANDBOX UCLAwebIRB'. The page has a blue header with the 'SANDBOX' logo in orange and 'UCLAwebIRB' in blue. Below the header is a navigation bar with 'webIRB Home' and a 'Login' button in the top right corner. A red box with an arrow points to the 'Login' button. The main content area includes a sidebar with a list of links: 'Announcements and Training Sessions', 'How to get a webIRB account', 'Accessing the Training Accounts', 'Training & Reference Materials', 'webIRB Frequently Asked Questions (FAQ)', and 'Contact Us'. The main content area features a 'webIRB Home' section with a welcome message and instructions on how to get familiar with the system. Below this is an 'Important Note' in red text stating that the Sandbox is for practice only. There is also a 'Down-Time for Maintenance!' section and a 'Notice' section dated January 4, 2010, regarding the limited release phase of the webIRB roll-out. The browser's address bar shows 'Internet' and the page is zoomed to 100%.

SANDBOX UCLAwebIRB

webIRB Home

webIRB Home

- Announcements and Training Sessions
- How to get a webIRB account
- Accessing the Training Accounts
- Training & Reference Materials
- webIRB Frequently Asked Questions (FAQ)
- Contact Us

webIRB Home

Welcome to webIRB.

To get familiar with webIRB, you may want to read through the [FAQ](#) and [Training & Reference Materials](#).

Click the **Login** button at the top right of the screen to log in and begin using webIRB.
If you are having issues logging in, please contact the helpdesk at (310) 267-1887 or webirbhelp@research.ucla.edu.

Important Note: The Sandbox is for practice only. Studies in the Sandbox cannot be processed by the IRB.

Down-Time for Maintenance!

Please Note: on Thursday, February 4, 2010, the webIRB Sandbox will be unavailable starting at 6:00pm for a period of at least 3 hours, for maintenance.

Notice

January 4, 2010

During the Limited Release Phase of the webIRB roll-out (January through March) webIRB is open only to investigators and study staff from the following departments who submit to MIRB2 or SGIRB:

- Johnson Comprehensive Cancer Center

Internet 100%

Login#2

1. A **Sign In** screen will appear.
2. Enter the Logon ID and Password for your Role
3. Click **Login**

UCLA webIRB

Login As

User Name:

Password:

Remember me

After signing into this site, you are bound by the terms and conditions set forth when you received your account.

My Home

2. Navigation Bar

(find your way home)

1. If you have multiple roles, click on **Committee Member**

3. **Inbox** with Links to items needing review

Folder for IRB Member9

SANDBOX UCLAwebIRB

webIRB Home | IRB Protocols | Meetings

Folder for IRB Member9

IRB Member9 | My Home

Committee Member

My Roles

- Committee Member
- Study Team

Committees

- Medical IRB 3
- North General Campus IRB

Folder for IRB Member9

Welcome to your Home Page.

This page has links to all of the items applicable to your role as an IRB Committee Member.

- Inbox:** Displays submissions assigned to you for review.
- Upcoming Meetings:** Displays scheduled meetings for your Committee.
- Create/Edit COI:** Update potential COI for reviewing submissions

Click here for a Quick Reference Guide.

My Inbox | My Completed Reviews | Upcoming Meetings

Create/Edit COI

Filter by ID Advanced

ID	Name	PI	Owner	Date Modified	Project State	Comm
NS IRB#10-000152	#K - Test Study for MIRB3 Member Training	PI12	Staff1	4/18/2010 3:56 PM	Assigned To IRB Meeting	MIRB3
NS IRB#10-000132	NGIRB - April 1 Training Study (F)	PI67	Staff1	4/1/2010 2:32 PM	Assigned To IRB Meeting	NGIRB

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Sample Email with Assigned Review

You have two sources of information about IRB meetings:

- You will receive an **e-mail** with the meeting agenda and one with links to your assigned studies for review, and
- The link to your **Committee** from your Home page

From: webIRB@research.ucla.edu [mailto:webIRB@research.ucla.edu]
Sent: Wednesday, December 02, 2009 7:49 AM
To: Hoffman, Dannie
Subject: Review Assignment for Upcoming IRB Meeting

UCLA

Human Research Protection Program
University of Los Angeles, California
11000 Kinross Avenue, Suite 102
Los Angeles, CA 90095-1694

<http://www.oprs.ucla.edu>
GC-IRB: (310) 825-7122
M-IRB: (310) 825-5344

DATE: 12/2/2009 7:49 AM

TO: DANNIE HOFFMAN

RE: Review Assignment for Upcoming Meeting 12/17/2009

LINK: [IRB#09-000279](#)
[Performance Testing Updates 3](#)

You have been assigned to review the above-referenced study for the upcoming IRB meeting. Please use the above link to navigate to the study workspace.

NS102

Upcoming Meetings

Link to your **Committee** from your Home page. Click on it.

Committee Member

My Roles

[Committee Member](#)
[Study Team](#)

Committees

[Name](#)
[Medical IRB 3](#)
[North General Campus IRB](#)

 [Create/Edit COI](#)

Meetings

Folder for IRB Member9

Welcome to your Home Page.

This page has links to all of the items applicable to your role as an IRB Committee Member.

- **Inbox:** Displays submissions assigned to you for review.
- **Upcoming Meetings:** Displays scheduled meetings for your Committee.
- **Create/Edit COI:** Update potential COI for reviewing submissions

[Click here for a Quick Reference Guide.](#)

My Inbox | **My Completed Reviews** | **Upcoming Meetings**

Filter by ID [Advanced](#)

ID	Name	PI	Owner	Date Modified	Project State	Committee
 IRB#10-000132	NGIRB - April 1 Training Study (F)	PI67	Staff1	4/18/2010 4:10 PM	Assigned To IRB Meeting	NGIRB
 IRB#10-000152	#K - Test Study for MIRB3 Member Training	PI12	Staff1	4/18/2010 3:56 PM	Assigned To IRB Meeting	MIRB3

Upcoming Meetings

Click on the Link to the Upcoming Meeting (5/13/2010)

DONNA WOO

Total Young Members:30
Total Other Members:0

Meetings Members History Log Meeting Archive

In Process Meetings

Name	State	Location	Time
Medical IRB 3 meeting on (1/14/2010)	Meeting In Process	Kinross 210	2:30pm
Medical IRB 3 meeting on (1/28/2010)	Meeting In Process	Kinross 210	2:30pm
Medical IRB 3 meeting on (2/11/2010)	Meeting In Process	Kinross 210	2:30pm
Medical IRB 3 meeting on (2/25/2010)	Meeting In Process	Kinross 210	2:30pm
Medical IRB 3 meeting on (3/11/2010)	Meeting In Process	Kinross 210	2:30pm
Medical IRB 3 meeting on (3/25/2010)	Meeting In Process	Kinross 210	2:30pm
Medical IRB 3 meeting on (4/8/2010)	Meeting In Process	Kinross 210	2:30pm

Upcoming Meetings

Name	State	Location	Time
Medical IRB 3 meeting on (4/22/2010)	Scheduled	Kinross 210	2:30pm
Medical IRB 3 meeting on (5/13/2010)	Scheduled	Kinross 210	2:30pm
Medical IRB 3 meeting on (5/27/2010)	Scheduled	Kinross 210	2:30pm

IRB Meetings: The Agenda

1. Click **Confirm** or **Decline** to attend the meeting

2. To see the complete agenda click **View Meeting Agenda**

Medical IRB 3 meeting on (5/13/2010)

Committee: MIRB3 Start Time: 2:30pm
 Date: 5/13/2010 Location: Kinross 210
 # Agenda Items: 14 # Expected Attendees: 12

Agenda Attendees Items to Process History Log

Minutes of Previous Meetings - to be approved:

Meeting	Date	Meeting Motion	Link to Minutes
There are no items to display			

Electronic Agenda Items - items submitted online:

Type	Title	PI	Primary Reviewer	Designated Reviewers	Work Space	Processed
[View] New Studies	#F - Test Study for MIRB3 Member Training	A P112	IRB Member4	IRB Chair2	IRB#10-000157	no
[View] New Studies	#H - Test Study for MIRB3 Member Training	A P112	IRB Member6	IRB Member2	IRB#10-000155	no
[View] New Studies	#G - Test Study for MIRB3 Member Training	A P112	IRB Member5	IRB Member3 IRB Member5	IRB#10-000156	no
[View] New Studies	#C - Test Study for MIRB3 Member Training	A P112	IRB Member1		IRB#10-000158	no
[View] New Studies	#K - Test Study for MIRB3 Member Training	A P112	IRB Member9		IRB#10-000152	no
[View] New Studies	#I - Test Study for MIRB3 Member Training	A P112	IRB Member7		IRB#10-000154	no
[View] New Studies	#E - Test Study for MIRB3 Member Training	A P112	IRB Member3		IRB#10-000160	no
[View] New Studies	#J - Test Study for MIRB3 Member Training	A P112	IRB Member8		IRB#10-000153	no
[View] New Studies	#B - Test Study for MIRB3 Member Training	A P112	IRB Chair2		IRB#10-000161	no
[View] New Studies	#D - Test Study for MIRB3 Member Training	A P112	IRB Member2		IRB#10-000159	no

Paper Agenda Items - miscellaneous agenda items that have no electronic record:

Type	Paper Submission Title/ Name	PI	Primary Reviewer	Designated Reviewers	Processed
[View] Continuing Reviews	Sample Paper Study	A P11	IRB Chair2	IRB Member9 IRB Member8	no
[View] Deferred Studies	Sample Deferred Paper Study	A P112	IRB Chair1	IRB Member1 IRB Member2	no
[View] New Studies	Another sample paper continuing review	Principal Investigator	IRB Member5	IRB Member6	no
[View] New Studies	Sample Paper New Study	A P12	IRB Member6	IRB Member5 IRB Member7	no

© 2010, UCLA Office of Research Administration
 This view uses the Scheduled Template

Preparing for the Meeting: Quick View of the Agenda to see Reviewer Assignments

2. Electronic Studies:

- Click the link to go to the study Work Space.
- Click **[View]** to see any staff notes and/or attachments.

1. Paper Studies:
Click **[View]** to see the submission attachments

Medical IRB 3 meeting on (5/13/2010)

SANDBOX UCLAwebIRB

webIRB Home | IRB Protocols | Meetings

Meetings > Medical IRB 3 meeting on (5/13/2010)

Current State

Scheduled

View Meeting Agenda

Meeting Agenda

My Activities

Confirm Attendance

Decline Attendance

Medical IRB 3 meeting

Committee: MIRB3

Date: 5/13/2010

Agenda Items: 14

Agenda | Attendees | Items to Process | History Log

Minutes of Previous Meetings - to be approved:

Meeting	Date	Meeting Motion	Link to Minutes
There are no items to display			

Electronic Agenda Items - items submitted online:

Type	Title	PI	Primary Reviewer	Designated Reviewers	Work Space	Processed
[View] New Studies	#F - Test Study for MIRB3 Member Training	A P112	IRB Member4	IRB Chair2	IRB#10-000157	no
[View] New Studies	#H - Test Study for MIRB3 Member Training	A P112	IRB Member6	IRB Member2	IRB#10-000155	no
[View] New Studies	#G - Test Study for MIRB3 Member Training	A P112	IRB Member5	IRB Member3 IRB Member5	IRB#10-000156	no
[View] New Studies	#C - Test Study for MIRB3 Member Training	A P112	IRB Member1		IRB#10-000158	no
[View] New Studies	#K - Test Study for MIRB3 Member Training	A P112	IRB Member9		IRB#10-000152	no
[View] New Studies	#I - Test Study for MIRB3 Member Training	A P112	IRB Member7		IRB#10-000154	no
[View] New Studies	#E - Test Study for MIRB3 Member Training	A P112	IRB Member3		IRB#10-000160	no
[View] New Studies	#J - Test Study for MIRB3 Member Training	A P112	IRB Member8		IRB#10-000153	no
[View] New Studies	#B - Test Study for MIRB3 Member Training	A P112	IRB Chair2		IRB#10-000161	no
[View] New Studies	#D - Test Study for MIRB3 Member Training	A P112	IRB Member2		IRB#10-000159	no

Paper Agenda Items - miscellaneous agenda items that have no electronic record:

Type	Paper Submission Title/ Name	PI	Primary Reviewer	Designated Reviewers	Processed
[View] Continuing Reviews	Sample Paper Study	A P11	IRB Chair2	IRB Member9 IRB Member8	no
[View] Deferred Studies	Sample Deferred Paper Study	A P112	IRB Chair1	IRB Member1 IRB Member2	no
[View] New Studies	Another sample paper continuing review	Principal Investigator	IRB Member5	IRB Member6	no
[View] New Studies	Sample Paper New Study	A P12	IRB Member6	IRB Member5 IRB Member7	no

2:30pm
Kinross 210
12

Page | Safety | Tools

IRB Member9 | My Home | Logoff

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IRB Meetings: Study Workspace

The screenshot shows the 'Study Workspace' for a study titled '#F - Test Study for MIRB3 Member Training'. The interface includes a navigation menu with 'webIRB Home', 'IRB Protocols', and 'Meetings'. The current state is 'Assigned to IRB Meeting'. Key information includes the study title, protocol ID (IRB#10-000157), principal investigator (A P112), study contact (Study Staff12), faculty sponsor, committee (Medical IRB 3), initial submission date (4/18/2010), and meeting date-time (5/13/2010 - 2:30pm). It also lists PI and FS assurances, instructions for reviewers, and a history table of activities.

Current State
Assigned to IRB Meeting

Study: #F - Test Study for MIRB3 Member Training

Full Title of Study: #F - Test Study for MIRB3 Member Training
Protocol ID: IRB#10-000157

Principal Investigator: A P112
Study Contact Person: Study Staff12

Faculty Sponsor:
Review Type: Full IRB Review

Committee: Medical IRB 3
Meeting Date-Time: 5/13/2010 - 2:30pm

Initial Submission Date: 4/18/2010

PI Assurances: Pending...
FS Assurances: Not Required

Instructions for Reviewer / Committee Member:

- Click on **View Study** to click through the SmartForm and make notes about your review in the **Reviewer Notes** section at top of each Smart Page.
 - You can also click on **Printer Version** to read through the study in one continuous document: This view does not allow you to add notes.
- Submit your review by clicking **Finalize Review** button.

History | Documents | IRB Requests | Correspondence | Training Log | Change Log

Activity	Author	Activity Date
Scheduled for IRB Meeting: Medical IRB 3 meeting on (5/13/2010)	IRB Staff1	4/18/2010 3:46 PM PDT
Removed from Agenda	IRB Staff1	4/18/2010 3:45 PM PDT
Scheduled for IRB Meeting: Medical IRB 3 meeting on (5/13/2010)	IRB Staff1	4/18/2010 3:08 PM PDT
Study Submitted for Review	A P112	4/18/2010 10:48 AM PDT
Copied Study	CARRIE FISHER	4/18/2010 10:05 AM PDT
New Copy ID is PRE#10-000439 Title: #G - Test Study for MIRB3 Member Training	CARRIE FISHER	4/18/2010 9:58 AM PDT
Created Study	CARRIE FISHER	4/18/2010 9:58 AM PDT

Information Tabs

Information Tabs - Documents

The screenshot displays an IRB application interface. On the left, there is a sidebar with 'Owner (IRB Staff): CARRIE FISHER' and 'My Activities' including 'Finalize Review'. The main content area shows application details: Principal Investigator (Rebecca Simms), Faculty Sponsor (Medical IRB 1), Initial Submission Date (9/30/2009), Study Contact Person (Carmen Alverado), Review Type (Full IRB Review), Meeting Date-Time (12/17/2009 - 2pm), PI Assurances (Pending...), and FS Assurances (Not Required). Below this is an 'Instructions for Reviewer / Committee Member' section with two numbered steps. A navigation bar at the bottom contains tabs for History, Documents, IRB Requests, Correspondence, Training Log, and Change Log. The 'Documents' tab is selected and highlighted. Below the navigation bar, there are two sections: 'INFORMED CONSENT (Documents uploaded by Study Staff - these are NOT necessarily approved)' and 'OTHER ATTACHED DOCUMENTS (Documents uploaded by Study Staff - these documents are for informational purposes and are not approved by the IRB)'. Each section contains a table with 'Document Name' and 'Document Version #' columns, both showing 'Testing' and '0.01' respectively. A callout box on the left points to the 'Documents' tab in the navigation bar.

Click on the **Documents** Tab to see the links to all of the documents attached to the application.

(Note: The links are also available in the application. For this demo – blank documents have been uploaded)

Document Name	Document Version #
Testing	0.01

Document Name	Document Version #
Testing	0.01

Information Tabs – Training Log

Current State

Assigned to IRB Meeting

[View Study](#)

[Printer Version](#)

[View Differences](#)

Owner (IRB Staff):
IRB Staff1

Study: #F - Test Study for MIRB3 Member Training

Full Title of Study: #F - Test Study for MIRB3 Member Training
Protocol ID: IRB#10-000157

Principal Investigator: A PI12 **Study Contact Person:** Study Staff12
Faculty Sponsor: **Review Type:** Full IRB Review
Committee: Medical IRB 3
Initial Submission Date: 4/18/2010 **Meeting Date-Time:** 5/13/2010 - 2:30pm

PI Assurances: Pending...
FS Assurances: Not Required

Instructions for Reviewer / Committee Member:

- Click on **View Study** to click through the SmartForm and make notes about your review in the **Reviewer Notes** section at top of each Smart Page. a. You can also click on **Printer Version** to read through the study in one continuous document: This view does not allow you to add notes.
- Submit your review by clicking **Finalize Review** button.

History Documents IRB Requests Correspondence **Training Log** Change Log

Study Team Training Information:

Name	Clinical Privileges Documents	Human Subjects Training Expiration Date	Human Subjects Protection Documentation	HIPAA Training Completion Date	HIPAA Training Documentation	CV/Biosketch/Resume	Other Documentation
A PI12		4/18/2013	Copy Training Documentation	0.01		Biosketch.doc 0.01	
Study Staff12							
A PI10							

Click on the **Training Log** Tab to see the links to training documentation, CVs and other background Information

Information Tabs – IRB Requests

Current State
Assigned To IRB Meeting

View Study
 Printer Version
 View Differences

Owner (IRB Staff):
CARRIE FISHER

My Activities
 Finalize Review

Study: Performance Testing Updates 3

Full Title of Study: Performance Testing Updates 3
Protocol ID: IRB#09-000279

Principal Investigator: Rebecca Simms (PI)
Study Contact Person: Carmen Alverado

Faculty Sponsor:
Committee: Medical IRB 1
Review Type: Full IRB Review

Initial Submission Date: 9/30/2009
Meeting Date-Time: 12/17/2009 - 2pm

PI Assurances: Pending...
FS Assurances: Not Required

Instructions for Reviewer / Committee Member:

- Click on **View Study** to click through the SmartForm and make notes about your review in the **Reviewer Notes** section at top of each Smart Page.
 - You can also click on **Printer Version** to read through the study in one continuous document: This view does not allow you to add notes.
- Submit your review by clicking **Finalize Review** button.

History Documents **IRB Requests** Correspondence Training Log Change Log

Shows all notes from reviewers. Response from Study Staff is required for each note.

Filter by Type [v] [] [Go] [Clear] Advanced

Type	Reviewer	Modified
IRB Member Internal Review Jump To: 1.1 - Study Title and Key Personnel 3.0. Agree with staff comment.	Richard Arm (Comm. Chair)	12/2/2009 5:02 PM
IRB Staff Internal Review Jump To: 1.1a - Other Personnel Item 1.0 Sample staff comment	CARRIE FISHER	12/2/2009 11:09 AM
IRB Staff Internal Review	CARRIE	12/2/2009 11:04 AM

Click on the **IRB Requests** Tab to see a list of all of the IRB Member and Staff Reviewer Notes

(Note: The notes are also displayed in the application)

IRB Meetings: Study Workspace

1. Click **View Study** to open the Smartform

Note: if you just want to read the smartform without adding reviewer notes, you could use the **Printer Version**

The screenshot displays the 'SANDBOX UCLAwebIRB' interface. At the top, there are navigation links for 'webIRB Home', 'IRB Protocols', and 'Meetings'. The current page is 'IRB Protocols > #1 Demonstration Study for NGIRB - Education'. The main content area is titled 'Study: #1 Demonstration Study for NGIRB - Education' and contains the following information:

- Current State:** Assigned To IRB Meeting
- Actions:** View Study, Printer Version, View Differences
- Owner (IRB Staff):** IRB Staff1
- My Activities:** Finalize Review
- Study Details:**
 - Full Title of Study: #1 Demonstration Study for NGIRB - Education
 - Protocol ID: IRB#10-000011
 - Principal Investigator: A P11
 - Faculty Sponsor: North General Campus IRB
 - Committee: North General Campus IRB
 - Initial Submission Date: 1/30/2010
 - Study Contact Person: Full IRB Review
 - Review Type: Full IRB Review
 - Meeting Date-Time: 2/4/2010 - 2:00pm
 - PI Assurances: Pending...
 - FS Assurances: Not Required
- Instructions for Reviewer / Committee Member:**
 - Click on **View Study** to click through the SmartForm and make notes about your review in the **Reviewer Notes** section at top of each Smart Page.
 - You can also click on **Printer Version** to read through the study in one continuous document: This view does not allow you to add notes.
 - Submit your review by clicking **Finalize Review** button.
- History:**

Activity	Author	Activity Date
Scheduled for IRB Meeting: North General Campus IRB meeting on (2/4/2010)	IRB Staff1	1/30/2010 11:00 AM PST
Submitted Response	A P11	1/30/2010 10:38 AM PST

IRB Meetings: Navigating Smartforms

1. Navigate through the Smartforms with the **Continue** button (forward) and **Jump To** Menu (back)

SANDBOX UCLAwebIRB Edit: Study - IRB# 10-000132

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: 1.1 - Study Title and Key Personnel >> Continue >>

Reviewer Notes (0 Notes Total) Delete

Warning: Save your work at least every 15 minutes

General Information
All items marked with a red asterisk (*) are required. Items without an asterisk may or may not be required.

1.0 *Full Title of the Submission: [NGIRB - April 1 Training Study (F)]

1.1 Protocol Version Date and/or Number: [3/11/10]

2.0 *Working or Lay Title: [NGIRB - April 1 Training Study (F)]

3.0 Principal Investigator:

3.1 *Name: A PI67 [Select...]

3.2 UCLA Title:

3.3 Affiliation(s): There are no items to display
Other Affiliations: (if provided)

3.4 Department: ANTHROPOLOGY

Jump To:

- 1.1 - Study Title and Key Personnel
- 1.1a - Other Personnel
- 1.2 - Conflict of Interest Information
- 2.1 - Project Identification Information
- 2.2 - Lay Summary and Keywords
- 5.1 - Type of Study Review
- 5.2 - Expedited Review
- 6.1 - Funding and Other Study Characteristics
- 6.2 - Funding - Description
- 7.1 - Study Locations
- 7.4 - Multi-Institution Research - UCLA Lead Institution

Smartform FAQ

Information for items 4 will appear after you

2. Click on the **Jump to** Menu to go to application sections

- **Red Titles** – Where you are
- **Black Titles** - Required sections

(You will not see the sections that are not required.)

3. **Jump to Section 10.1**

IRB Meeting: Reviewer Notes

1. If the **Reviewer Notes** are not showing, click on the little arrow on the right side of the yellow bar.

2. This is how the staff comments will appear.

DEVELOPMENT UCLwebIRB - IRB#09-000279

<< Back Exit | Hide/Show Errors | Print... | Jump To: - 1.1a - Other Personnel Continue >>

▼ Reviewer Notes Add Previous

Filter by Type [] Go Clear Advanced

Type	Reviewer	Modified
IRBA IRB Staff Internal Review Item 1.0 Sample staff comment	CARRIE FISHER	12/2/2009 11:09 AM

Smartform FAQ

Other Personnel

All items marked with a red asterisk () are required. Items without an asterisk may or may not be required depending on whether the items are applicable to this study.*

IRB Meeting: Adding Reviewer Notes

1. Click **Add**

2. A text box will appear. Type in your notes. Then click **OK**

Note: These notes are only visible to the IRB Members and IRB Staff – not to the study Team

The screenshot shows the 'DEVELOPMENT UCLAwebIRB' interface. A 'Reviewer Notes' section is visible with 'Add', 'Delete', and 'Next' buttons. A green arrow points to the 'Add' button. Below this, a 'Filter by' dropdown is set to 'Type'. A 'Certificate Error' message is present in the browser's address bar. The main content area displays a list of items, with the first item selected. A modal dialog box titled 'Add Reviewer Notes' is open, showing the following fields:

- Author:** Richard Arm (Comm. Chair)
- * Note Type:** IRB Member Internal Review
- * Note:** (A large text area for entering notes)

At the bottom of the dialog, there are 'OK' and 'Cancel' buttons. The 'OK' button is circled in red. Below the dialog, the list continues with items 2.0 and 3.0, including details like 'Working or Lay Title: Performance Testing Updates 3' and 'Principal Investigator: Rebecca Simms (PI)'.

IRB Meeting: Adding Reviewer Notes

1. Here's how the IRB Member and Staff review notes will appear.

- The notes should relate to the items on the page.

2. You can navigate from note to note by clicking "next" or "previous" as applicable.

The screenshot displays the UCLAwebIRB interface. At the top, there's a navigation bar with "DEVELOPMENT UCLAwebIRB" and a menu with "Exit", "Hide/Show Errors", "Print...", and "Jump To:". Below this is a "Reviewer Notes" section with "Add", "Delete", and "Next" buttons. A table lists two notes:

Type	Reviewer	Modified
CM IRB Member Internal Review 3.0. Agree with staff comment.	Richard Arm (Comm. Chair)	12/2/2009 5:02 PM
IRBA IRB Staff Internal Review Item 3.0 Sample IRB Staff Note	CARRIE FISHER	12/2/2009 11:04 AM

A warning message states: "Warning: Save your work at least every 15 minutes by clicking 'Save' or 'Continue.'" Below this is a "General Information" section with the following items:

- 1.0 *Full Title of the Submission: Performance Testing Updates 3
 - 1.1 Protocol Version Date and/or Number:
- 2.0 *Working or Lay Title: Performance Testing Updates 3
- 3.0 Principal Investigator:
 - 3.1 *Name: Rebecca Simms (PI)
 - 3.2 UCLA Title: Associate Professor

A note on the right side of the form states: "Note: The information for items 3.2 through 3.4 will automatically appear after you click Save."

IRB Meeting: Adding Reviewer Notes

When you have finished your review of the application, click **Exit** to return to the **Study Workspace**

View: Study - IRB#10-000136

Exit | Hide/Show Errors | Print... | Jump To: 5.1 - Type of Study Review | Continue >>

Reviewer Notes Add Next

by Type Go Clear Advanced

Type	Reviewer	Modified
IRB Staff Internal Review	IRB Staff1	3/29/2010 10:35 AM

1.0 - Do you agree that this study is minimal risk?

Warning: Save your work at least every 15 minutes by clicking "Save" or "Continue."

Smartform FAQ

Type of Study Review

1.0 *Indicate the level of risk involved with this study. (if there are multiple groups or phases associated with this study, select the highest level of risk.)

Minimal risk or no known risks

Greater than minimal risk

Important Guidance:

1. Minimal risk is defined as the probability and magnitude of harm anticipated in the research are not greater than those encountered in daily life (i.e., daily lives of the general population) or during performance of routine physical or psychological examinations or tests
2. Studies that are minimal risk or no known risk must qualify for exempt or expedited review.
3. Studies that are greater than minimal risk require full board review.

2.0 *Indicate the type of review that you are requesting for this study.

Expedited

Exempt

Finalizing Your Review

1. When you are done with the review, click **Finalize Review** in the study workspace.

Finalize Review

Please provide your review of this submission. If you can't complete the review because of out of application is incomplete, please contact the IRB office.

Recommended Motion:

- Approved
- Accepted Pending Modification
- Disapproved
- Tabled
- Reassign Committee
- Deferred
- NHSR

Clear

Recommended Approval Period (if applicable):

- Approval Period of one year
- Other

Clear

Other Approval Period (if applicable):

Additional Comments:

Attachments:

Document Name	Document Version #
There are no items to display	

OK Cancel

2. A screen will appear. Complete it. When you are finished, click **OK**

Create/Edit COI

1. Return to
My Home

2. Click Create/Edit
COI

The screenshot shows the 'SANDBOX UCLA webIRB' interface. The user is logged in as 'IRB Chair1' and is on the 'My Home' page. The page title is 'Folder for IRB Chair1'. The main content area is titled 'Folder for IRB Chair1' and contains a welcome message and a list of links: 'Inbox', 'Upcoming Meetings', and 'Create/Edit COI'. The 'Create/Edit COI' link is highlighted with a red box and an arrow pointing to it from the instruction box on the left. Below the links is a table of submissions. The table has columns for ID, Name, PI, Owner, Date Modified, Project State, and Committee. The first row shows a submission with ID 'IRB# 10-000011', Name '#1 Demonstration Study for NGIRB - Education', PI 'P11', Owner 'Staff1', Date Modified '1/31/2010 7:05 AM', Project State 'Assigned To IRB Meeting', and Committee 'GIRB'. The footer of the page contains the copyright notice '© 2007 Click Commerce, Inc.' and the browser status bar shows 'Internet' and '100%' zoom.

IRB Chair1 | My Home | Logoff

SANDBOX UCLA webIRB

webIRB Home | IRB Protocols | Meetings

Folder for IRB Chair1

Committee Member

My Roles
Committee Member
Study Team

Committees
Exempt Review
Medical IRB 1
Medical IRB 2
Medical IRB 3
North General Campus IRB
South General Campus IRB

Folder for IRB Chair1

Welcome to your Home Page.

This page has links to all of the items applicable to your role as an IRB Committee Member.

- Inbox:** Displays submissions assigned to you for review.
- Upcoming Meetings:** Displays scheduled meetings for your Committee.
- Create/Edit COI:** Update potential COI for reviewing submissions

Click here for a Quick Reference Guide.

My Inbox | My Completed Reviews | Upcoming Meetings

Filter by ID [dropdown] [Go] [Clear] Advanced

ID	Name	PI	Owner	Date Modified	Project State	Committee
NS IRB# 10-000011	#1 Demonstration Study for NGIRB - Education	P11	Staff1	1/31/2010 7:05 AM	Assigned To IRB Meeting	GIRB

© 2007 Click Commerce, Inc.

Internet 100%

Where to get Help

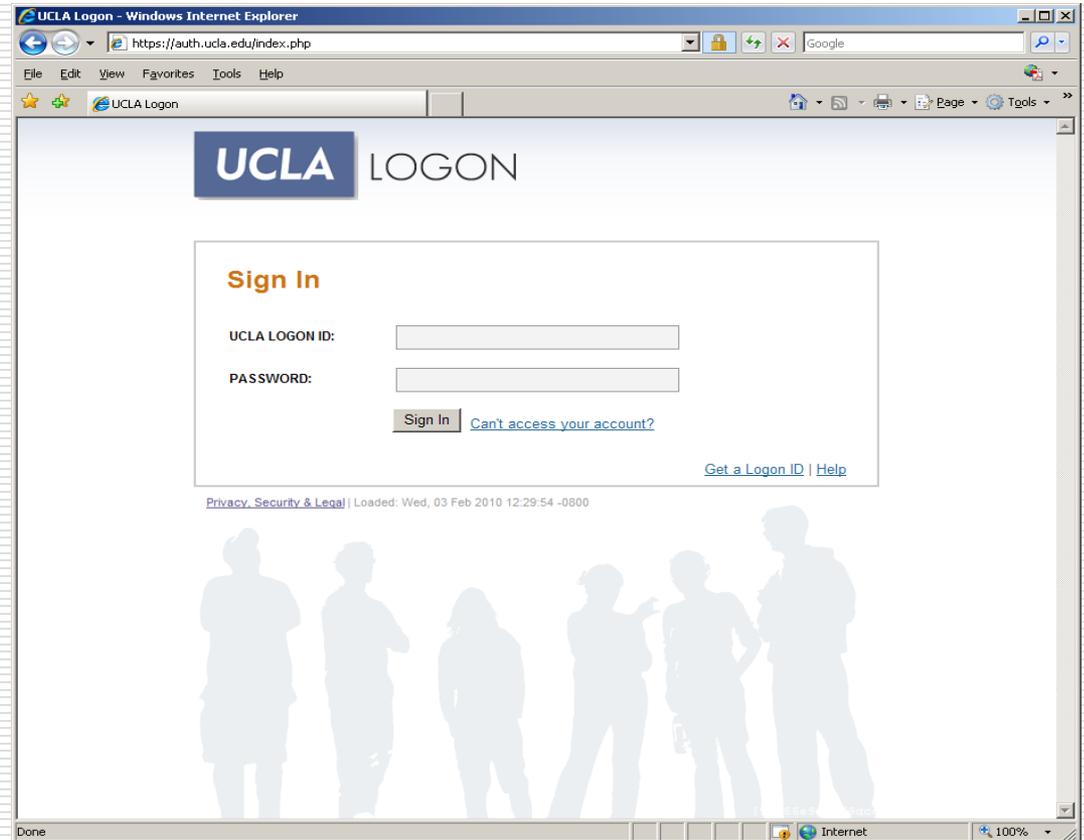
The screenshot shows the UCLA webIRB website interface. At the top, there is a navigation bar with links for "IRB Chair1", "My Home", and "Logoff". Below this is a header with the "SANDBOX" logo in large orange letters and "UCLAwebIRB" in smaller blue letters. A secondary navigation bar contains "webIRB Home", "IRB Protocols", and "Meetings". The main content area is titled "webIRB Home > Contact Us". On the left, a sidebar menu lists several options: "Announcements and Training Sessions", "How to get a webIRB account" (highlighted in red), "Accessing the Training Accounts", "Training & Reference Materials", "webIRB Frequently Asked Questions (FAQ)", and "Contact Us". The main content area features a "Contact Us" section with two sub-sections: "The webIRB Helpdesk" and "The OHRPP Office". The Helpdesk section provides contact information: "Hours: 8:30AM - 4:30PM weekdays", "Phone: (310) 267-1887", and "Email: webIRBHelp@research.ucla.edu". The OHRPP Office section provides the address: "Office of the Human Research Protection Program (OHRPP)", "11000 Kinross Avenue, Suite 102", "Box 951694", "Los Angeles, CA 90095-1694", "Campus Mail Code: 169407", and a website link: "http://ohrpp.research.ucla.edu/". At the bottom of the page, a footer contains the copyright notice: "© 2007 Click Commerce, Inc."

How to Logon to the “real” Site

When you click “Login”
you will see this screen.

Enter your UCLA Logon
ID and Password.

Then click **Sign In**



The screenshot shows a Windows Internet Explorer browser window titled "UCLA Logon - Windows Internet Explorer". The address bar displays "https://auth.ucla.edu/index.php". The page content includes the "UCLA LOGON" header, a "Sign In" section with input fields for "UCLA LOGON ID:" and "PASSWORD:", a "Sign In" button, and a link for "Can't access your account?". At the bottom, there are links for "Get a Logon ID" and "Help", and a footer with "Privacy, Security & Legal" and "Loaded: Wed, 03 Feb 2010 12:29:54 -0800". The browser's taskbar at the bottom shows the "Internet" icon and a 100% zoom level.

Questions?
