Log Into webIRB

1. Go to http://webirb.research.ucla.edu/WEBIRB/

2. Click Login. The following screen will appear:

   - UCLA Logon
     - ID
     - Password
     - Language
     - Log in

3. Fill in your UCLA Login and Password.

4. Click Log in.

Checking Your Role in WebIRB

If you have more than one research role (e.g., you are both a member of a study team and an IRB Committee Member) all of your roles will be listed on the upper left hand corner of your home page.

1. Check the information in the highlighted bar to make sure that it indicates Committee Member.

2. If not, click on the Committee Member link. This will allow you to access the webIRB functions to review and comment on submissions.

E-mail about Upcoming IRB Meeting

You will receive an e-mail about one week prior to a scheduled IRB meeting.

1. Click the link in the e-mail to go to the meeting workspace.

2. When you get to the workspace, check the electronic agenda to see if you have been assigned an item to review.

Conducting a Full Board Review

If you are the primary or designated reviewer, you can access items awaiting your review either by following the links in the e-mail from the IRB (see above) or from My Inbox on your homepage. The following instructions work from either screen.

1. Click on the blue link to the study.
   - From the meeting workspace, this will be the IRB#.
   - From My Inbox, this will be the name of the study.

The link will take you to the study workspace. When you are there – double check the date of the assigned meeting to know when your review is due.

2. Staff Notes about the study will be listed under the IRB Requests Tab.

3. On the left hand side of the study workspace you will see the following buttons:

4. Click on View Study. This will take you to the electronic study application.
• Navigating through the Application

1. At the top or bottom of the screen, click **Continue** to go forward.

2. Use the **Jump To** menu to skip to specific sections or to go backwards.
   ➢ The current section will be listed in **red**.

3. Note: If you use the **Back** button to go backwards, you may get the message below. If so, click the refresh button on the web browser.

• Reviewer Notes

Use the Reviewer Notes to record issues that you may find with the answers to application items.

1. Click **Add**; the **Add Reviewer Notes** activity screen will open.

2. Write your comment in the text box.

3. Click **OK**.

4. If the **Reviewer Note** does not show, click the arrow to the left of the words "Reviewer Notes."

• Finalize the Review

1. When you are ready to complete your review, **exit** the application.

2. From the workspace, click **Finalize Review**

3. An activity screen will open. Complete it and click the **OK** button at the bottom (not shown).

• Printing the Application

Hopefully you will be able to conduct most of your reviews on line, but if you need to print it out, here are the directions:

1. Print a section of the application.
   ➢ Open the application and navigate to the page that you want to print.
   ➢ Click **Print** at the top of the page.
   ➢ A snapshot of the page will appear. Click **Print** at the top of the page. The print dialogue window from your printer will appear, click **Print** again.

2. Print the entire application.
   1. Go to the study workspace
   2. Click **Printer Version** (top left corner)

3. A snapshot of the entire study will appear. Click **Print** at the top of the page. The print dialogue window from your printer will appear, click **Print** again.