IRB Committee Member Quick Reference Guide #1: Navigating webIRB (092909)

My Home

When you log into webIRB you are taken to your personal home page. This page has links to all of the items applicable to your role as IRB Committee Member.

1. The **Top Navigator** is available on most screens and has links to your
   - **Your Name** - Personal information page.
   - **My Home** - Brings you back to your home page.
   - **Logoff** - Ends your webIRB session.
2. **My Roles** - Some people have more than one role in webIRB. Make sure that **Committee Member** is selected. If not, click on it.
3. **Create/Edit COI** – Complete this form to indicate if you have a spouse/domestic partner or dependent child at UCLA who may be conducting human subject research.
4. **My Inbox** displays studies that have a task requiring completion.
5. Each of these tabs provides access to helpful information
   - **My Completed Reviews** - Provides a list of all of the items that you have reviewed
   - **Upcoming Meetings** – Provides a list of all scheduled upcoming meetings and links to the workspace for each meeting.
6. The blue **Study Name** is a link to the study workspace (see below).
The Study Workspace has links to the functions that you need to review a specific study.

1. Each study has a **Short Title** and a **Full Title**. webIRB primarily uses the short title.

2. The **Breadcrumb** provides a trail of the study screens. Each is a link to the named screen.

3. The **Current State** icon indicates where the study is in the submission and review process.

4. Each of these buttons provides a different view of the study.
   - **View Continuing Review** (or if a new study – “View Study”) – Allows you to read the study page by page and add reviewer notes about the study.
   - **Printer-Friendly Version** - Create a consolidated copy of the application for printing.

5. **My Activities**
   - **Finalize Review** – When you click this button an activity form opens where you can record the recommended motion, and approval period for the study, and add any additional comments.
   - **Note**: The name of this activity will vary, depending on the type of review. For example, if you are conducting an expedited review, it will be called **Submit Expedited Review**.

6. Each of these tabs provides access to additional information about the study.
   - **History**: A list of all of the study actions
   - **Documents**: Links to documents that the PI has attached to the webIRB application.
   - **IRB Requests**: Current and previous changes requested by the IRB
   - **Correspondence**: Copies of Action Letters and Notices that were sent to the study team.
   - **Training Log**: IRB Certification and HIPAA Training (when applicable) expiration dates.
   - **Change Log**: Changes made to the application.