Training Course for Investigators and Research Staff

How to Start a webIRB
Continuing Review Application
What you will learn

1. When you will be notified and reminded that a CR is due (p.4).

2. Converting previously approved paper studies to webIRB at the time of CR (p.5).

3. How to start a Continuing Review Application for a webIRB study (p.6).

4. Amendments at the time of CR (p.7)

5. Creating a Linked Amendment (p.12)
Links to Sites

1. webIRB website
   • http://webirb.research.ucla.edu/WEBIRB/

2. Training Website (Sandbox)
   • https://webirbsandbox.research.ucla.edu/sandbox
Notification of Continuing Review

1. Continuing Review reports should be submitted at least **31 days** before the study expires.

2. Once a study is *electronic*, an automatic e-mail notification will be sent to the PI and study contact person **60 days** before the study expiration date.

3. Reminder notifications will be sent **45, 30, and 15 days** before expiration.

4. An expiration notice will be sent on the day of expiration.

5. If the study expires before the IRB can complete the review of the report, the study will expire and research activities must stop.
Continuing Review for Paper Studies Converting to webIRB

- If you are converting a previously approved paper study to webIRB, use the Study Application.
- It is set up to collect information about the continuing review as well as the overall study information.
- On page 2.1 of the application, be sure to select *Conversion of Paper Study to webIRB at the time of Continuing Review.*
How to Start a Continuing Review Application for a webIRB Study

1. Click *Continuing Review* to open the application

This PI waited too long to submit the Continuing Review

Approval & Expiration Dates

Closure Notice
A Small Digression: Amendments at the Time of Continuing Review

1. If you are submitting a *Conversion of Paper Study to webIRB at the time of Continuing Review* – the amendment application is built into the new study application.

2. If you are submitting a *Continuing Review* application for an electronic study already in webIRB, you will be able to create a *linked amendment*.
   - A linked amendment must be submitted before the CR application is submitted
   - See page 12 of this presentation for instructions.
2. Indicate whether you are submitting a continuing review or are closing the study. The application will branch differently depending on your answer.
Completing the Form

3. You will be guided through the screens to provide information on study activity during the past approval period and planned activities for the next approval period.

- The routing of the smartform is based on the answers that you chose on each page.
Completing the Form (cont.)

4. When you reach the last page of the smartform, click Finish to go to the Report Workspace.
Report Workspace & Submitting the Report

My Activities
- Activities vary by the Current State of the study and by role.

For example, PIs and PI Proxies have a **Submit** activity. Study staff have a **Send Ready Notification** (to PI/PI Proxy) activity

5. Click **Submit** to send the action to the IRB for review
Creating a Linked Amendment

Note: This needs to be done before the CR is submitted.

To submit an amendment with the Continuing review:

1. Click Create Linked Amendment

   - Provide a brief title for the amendment
   - Provide a brief description
   - Click OK at the bottom of the window
3. Click on the Amendments Tab.

4. You will see a link to the amendment workspace for the linked amendment. Click on the link.

You will be taken to the Amendment Workspace.

Notes:
- A list of all of the previous amendments will also be listed in this section.
- Refer to the How to Start an Amendment presentation for more information on creating amendments.
5. Once you are in the amendment workspace, click *Edit Amendment* to open and work on the amendment application.

Please refer to the *How to Start a new Amendment* presentation for additional instructions.
Going back to the CR Workspace

6. After submitting the amendment, you can click on the study name in the **breadcrumb** to return to the study workspace.

7. When you get to the study workspace, click on the link to the Continuing Review under the **History** tab to go back to the CR workspace.
Submitting the Continuing Review

Once the CR and linked amendment are completed, follow these steps:

8a. If you are a member of the Study Team, click Send Ready Notification to let the PI/PI Proxy know that the report is ready to submit.

8b. If you are the PI/PI Proxy, click Submit Continuing Review.

9. After the CR is submitted, **PI Assurances** will become available. The PI must complete these before the CR can be approved.
Where to get Help

Contact Us

The webIRB Helpdesk

Hours: 8:30AM - 4:30PM weekdays
Phone: (310) 267-1887
Email: webIRBHelp@research.ucla.edu

The OHRPP Office

Office of the Human Research Protection Program (OHRPP)
11000 Kinross Avenue, Suite 102
Box 951694
Los Angeles, CA 90095-1694
Campus Mail Code: 169407

Website: http://ohrpp.research.ucla.edu/
Questions?