Log Into webIRB

2. Click Login. The following screen will appear:

   ![Sign in](image)

3. Fill in your UCLA Logon ID and Password.
4. Click Sign in Now.

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.

Locating Studies for Expedited Review

1. Look at your inbox for studies that are in the In Expedited Review Project State
2. Click on the blue link to go to the study workspace.

   ![Inbox](image)

   *Note: After you complete your review, the studies will remain in your workspace until the IRB staff process the review.*

Conducting an Expedited Review

1. Staff Notes about the study will be listed under the IRB Requests Tab
   
   ![IRB Requests](image)

   *Note: The study team's response to the IRB Request will be shaded in green.*

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

   ![Study Workspace](image)

3. Click on View Study. This will take you to the electronic study application.

   ![View Study](image)

   *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.

   ![Refresh Button](image)
Conducting an Expedited Review (continued)

Reviewer Notes

Use the Reviewer Notes to record issues that you may find with the answers to application items, and/or to respond to the staff’s notes. The study team cannot see your reviewer notes.

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.”

Submitting Your Review (continued)

2. The Submit Expedited Review activity form will open.
3. Record your findings and click OK at the bottom of the screen (not shown)

Printing the Application

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

3. Print a section of the application.
   1. Open the application and navigate to the page that you want to print.
   2. Click Print at the top of the page.
   3. 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.

4. 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.

Note: When you are reviewing a PI’s response, this button will be labeled, Submit Response Review Findings.