webIRB / OHRPP Submissions

webIRB is UCLA's internet-based software application for the submission and review of research projects involving human subjects. All levels of review use the same webIRB application, which is designed to branch in response to information provided about the study procedures. The system requires a webIRB account that uses the single sign-on UCLA Logon ID credentials. webIRB functions as a document repository, providing study personnel with easy access to study documents like approved consent forms.

webIRB training is conducted in a computer classroom. The Introduction to webIRB course combines hands-on training in the system using a “sandbox environment” that gives researchers an opportunity to create a new practice study as well as a presentation that describes common functions of the system. Please access the webIRB training page for the schedule of upcoming classes.

Tips on navigating the webIRB system:

- All users must have a webIRB account to log into webIRB. Please visit the “How to get a webIRB account” page for instructions.
- Where to go for webIRB training
- How to Create a New Study in webIRB
- Introduction to webIRB
- webIRB FAQs

Quick guides are available by clicking on the Quick Reference Guides & Training Materials link on the left-hand side of the webIRB homepage. For general questions about webIRB, contact the OHRPP's main phone numbers (310-825-5344 for the Medical IRB or 310-825-7122 for the General Campus IRB) or email webIRBHelp@research.ucla.edu and describe the nature of your question.

Before your study begins, you must have IRB approval. Below are the CTSI partner site IRB submission tools:

Last updated: 14 Aug 2019

The UCLA Institutional Biosafety Committee (IBC) is the local review body responsible for oversight of all research activities – including teaching laboratories – involving the use of hazardous biological material and recombinant or synthetic nucleic acids, as required and outlined in the NIH Guidelines and the BMBL. In order to maintain safe conditions and regulatory compliance in research and teaching areas, work done with any of the following biological...
materials must be registered with the IBC for review and authorization:

- Recombinant/synthetic nucleic acid molecules, as covered by the NIH Guidelines
- Infectious agents (viruses, bacteria, fungi, parasites, prions, etc.) that can cause disease in healthy humans and/or significant environmental or agricultural impacts, as covered by the BMBL
- Select agents and select toxins, as covered by the CDC DSAT regulations (See http://www.selectagents.gov/SelectAgentsandToxinsList.html)
- Human materials (including all fluids, tissues, excretions, secretions, or cell lines), as covered by the Cal/OSHA Bloodborne Pathogens Standard
- Nonhuman primate materials (including live animals, all fluids, tissues, excretions, secretions, or cell lines), as covered by the BMBL and Cal/OSHA Bloodborne Pathogen Standard
- Genetically-modified animals and whole plants, as covered by the NIH Guidelines
- Certain animals or animal specimens known to be reservoirs/vectors of zoonotic diseases. EXEMPT: Most animals from UCLA DLAM approved vendors. (See http://publichealth.lacounty.gov/vet guides/vetzooman.htm for list of zoonotic animals)

It is the responsibility of the PI to obtain IBC approval for the safe handling, transport, use, and disposal of hazardous biological materials and recombinant/synthetic nucleic acids when these materials are used in research and teaching. All Biological Use Authorization (BUA) applications for IBC review are submitted using SafetyNet. All types of submissions, from benchwork to human gene transfer studies, use the same application smartform. Users access SafetyNet using their UCLA single sign-on credentials and should contact the IBC administrative team if access is not enabled.

- **Phone:** 310-794-0262
- **Email:** ibc@research.ucla.edu
- **Office Hours:** Wednesdays, 2-5 PM, CHS 17-132A

Quick reference guides and training materials are available [here](#).

**IBC website:** [http://rsawa.research.ucla.edu/ibc](http://rsawa.research.ucla.edu/ibc)

**IBC FAQs:** [https://safetynet.research.ucla.edu/IBC/Doc/0/1L0J50VAC8K4LA6J7JGBBT6PCA/FAQs.pdf](https://safetynet.research.ucla.edu/IBC/Doc/0/1L0J50VAC8K4LA6J7JGBBT6PCA/FAQs.pdf)

**SafetyNet:** [https://safetynet.research.ucla.edu/](https://safetynet.research.ucla.edu/)

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- **Group 1**
  - Clinical Research Information Systems
  - Clinical Research Business Partners
- **Group 2**
  - Office of Research Administration
  - Jonsson Comprehensive Cancer Center
- **Group 3**
  - Office of Human Subjects Protection
  - CareConnect Website

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