

## [IRB Process / IBC Process](#)

- [UCLA webIRB](#)
- [IBC Process](#)

### 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](mailto: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

### IRB Contacts for Partner Sites

- [Cedars-Sinai](#)
- [Charles R. Drew University](#)
- [LA BioMed at Harbor-UCLA](#)
- [UCLA](#)

**Cedars-Sinai** – click [here](#) to go to the Cedars-Sinai Webridge IRB system. For more information, contact:

**Office of Research Compliance and Quality Improvement**

Cedars-Sinai Medical Center  
8383 Wilshire Blvd., Suite 742  
Beverly Hills, CA 90211  
Phone: (310) 423-3783  
Email: [irb@cshs.org](mailto:irb@cshs.org)

**Charles R. Drew University** – Click [here](#) for more information on the IRB for Charles R. Drew University. If you have any questions regarding the IRB functions and review process, contact:

**Office for the Protection of Human Subjects**

Charles R. Drew University of Medicine and Science  
1731 East 120th Street, Building F  
Los Angeles, CA 90059  
Phone: (323) 563-5990  
Email: [irb@cdrewu.edu](mailto:irb@cdrewu.edu)

Junko Nishitani, CDU IRB Director  
[junkonishitani@cdrewu.edu](mailto:junkonishitani@cdrewu.edu)  
(323) 563-5990

**LA BioMed at Harbor-UCLA** – Click [here](#) to go to the iRIS IRB System. You will need to log-in. For more information, contact:

**Office of Compliance and Regulatory Affairs**

Los Angeles Biomedical Research Institute  
at Harbor-UCLA Medical Center  
1124 West Carson St  
Torrance, CA 90502  
Phone: (310) 222-3624

View LA BioMed's [workflow](#)

**UCLA** – The online Institutional Review Board application system, [webIRB](#), is available to all UCLA Investigators and Study Staff. For questions or assistance, contact:

[Office of the Human Research Protection Program](#) (OHRPP)

10889 Wilshire Blvd, Suite 830  
Los Angeles, CA 90095-1406  
Campus Mail Code: 140648

Email: [North & South General Institutional Review Boards \(GC-IRB\)](#)

Email: [The Medical Institutional Review Boards 1,2, & 3 \(M-IRB\)](#)

Training sessions are being held on the South campus and in the Kinross Building. Click [here](#) to schedule a training session.

**To subscribe to the webIRB listserv:** Send an e-mail to: [webIRB-subscribe@lists.ucla.edu](mailto:webIRB-subscribe@lists.ucla.edu).

The subject line and body of the e-mail can be blank

**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](mailto: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>

**IBC FAQs:** <https://safetynet.research.ucla.edu/IBC/Doc/0/1L0J50VAC8K4LA6J7JGBBT6PCA/FAQs.pdf>

**SafetyNet:** <https://safetynet.research.ucla.edu/>

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## IBC Contacts for Partner Sites

- [Cedars-Sinai](#)
- [LA BioMed](#)
- [Charles R. Drew University](#)

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8701 W. 3rd St., Suite 190, Los Angeles, CA 90048  
(P)310.423.4336 | (F)310.423.0143

Compliance Manager  
[compliancecna@labiomed.org](mailto:compliancecna@labiomed.org)  
310-222-3624

Pending

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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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