DEPARTMENT OF MEDICINE'S APPLICATION CHECKLIST FOR UCLA's webIRB

Documents Required: *(to be uploaded as PDFs)*

Done	*N/A*	
☐	☐	Completed Financial Interests Form for each person with financial or related interest.
☐	☐	CIRC response for each person if available.
☐	☐	Scientific or scholarly review if available. (e.g. Summary Statement)
☐	☐	Grant proposal including the budget pages, if the project is federally funded.
☐	☐	Informed consent documents, information sheets, and screening or consent scripts for the study.
☐	☐	Any other documents that might be needed for IRB review.

Information Required:

Done	*N/A*	
☐	☐	Full Title of Submission.
☐	☐	Protocol Version Date and/or Number.
☐	☐	Study Contact Person. (e.g. fund manager)
☐	☐	Key personnel for the study.
☐	☐	Training of key personnel. (CITI; HIPAA)
☐	☐	Data to complete Financial Interests Form for each person with financial or related interest.
☐	☐	Lay Summary (limit 500 words).
☐	☐	Five keywords.
☐	☐	Previous IRB # if a continuation.
☐	☐	Expiration date of the study if a continuation.
☐	☐	Number of data records and/or specimens collected since the initial approval of the study.
☐	☐	Number of data records and/or specimens collected or obtained since the date of the last continuation or renewal approval.
☐	☐	Summary of recent literature or other relevant information, especially information that may affect the risks or benefits associated with the research.
☐	☐	Number of study participants enrolled since the initial approval of the study.
☐	☐	Number of study participants enrolled during the last approval period.
☐	☐	Number of study participants that withdrew at their own request.
☐	☐	Number of study participants that withdrew at the request of the PI.
☐	☐	Brief summary of research progress and results, if any to date.
☐	☐	Brief descriptions of the study plans for the coming year.
☐	☐	Funding source.
☐	☐	Research Plan including specific aims, background and significance, research design and methods and statistics and data analysis.

Done *N/A*

- ☐ ☐ Specific inclusion criteria for enrollment of each the groups of research participants in the study.
- ☐ ☐ Specific exclusion criteria for each of the groups of research participants in the study.
- ☐ ☐ Benefits to study participants if any.
- ☐ ☐ Benefits to society.
- ☐ ☐ Potential risks/discomforts, probability that a given harm may occur, its severity, its potential reversibility and measures that will be taken to minimize risks.
- ☐ ☐ Source of referral of subjects and how the referral will be elicited.

General Links:

UCLA's Office of the Human Research Protection Program

webIRB Roll-Out Schedule

webIRB FAQs

webIRB Training & Contacts