



Submitting to WCG IRB using the new WCG IRB Connexus™

UC Irvine
February 2nd, 2021

WCG IRB Announcement



In October 2020, WCG announced the formal unification of their five industry-leading IRBs – Western IRB (WIRB), Copernicus Group IRB (CGIRB), Midlands IRB (MLIRB), New England IRB (NEIRB), and Aspire IRB – into the single WCG IRB.

WCG IRB clients experience a singular, unified process and fee schedule. WCG IRB continues to deliver gold standard service with the highest regard to ethics and integrity.

What We Will Cover In Today's Session

- System Walkthrough
- Submitting via Connexus
- Navigating Workspaces
- Existing Legacy MyConnexus Users: System Transition “Need to Know” Information
- Resources and Support





System Access & Signing In



System Access

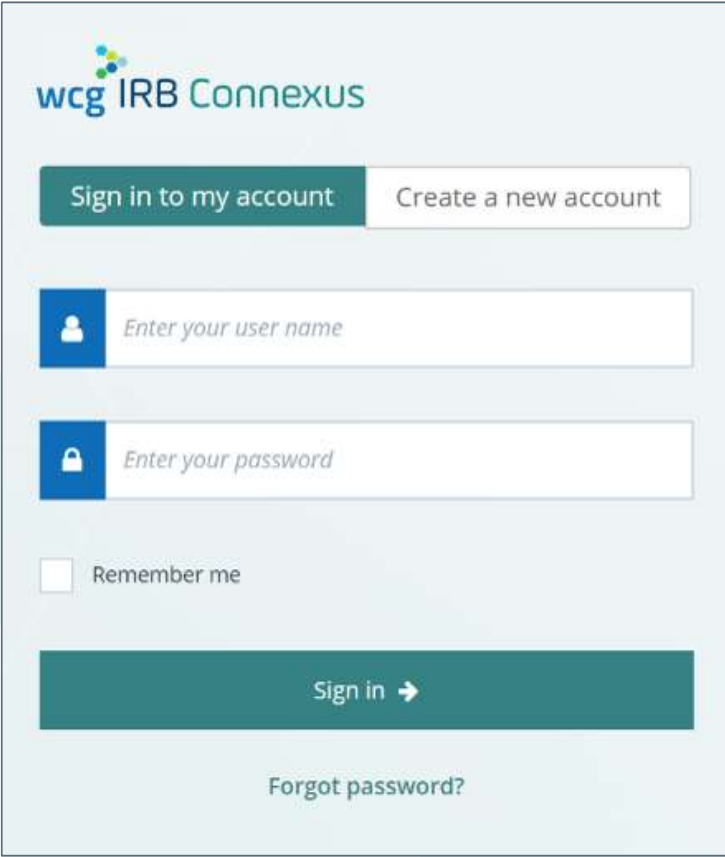


- **WCG IRB Website:** <http://www.wcgirb.com>
 - Login to WCG IRB Connexus link
- **Direct Link:** <https://connexus.wcgirb.com>
- **Download Forms:** How to Submit>Download IRB Forms



Signing In

- Legacy MyConnexus users need to reset password and accept the Terms & Conditions upon initial sign in, click on Forgot Password
- Use the same registered email address as you have in Legacy MyConnexus
- Your username is your email address
- New users can register using **Create a new account**



The screenshot shows the login interface for wcg IRB Connexus. At the top left is the logo. Below it are two buttons: 'Sign in to my account' (highlighted in dark teal) and 'Create a new account'. There are two input fields: the first is for the user name with a person icon and the placeholder text 'Enter your user name'; the second is for the password with a lock icon and the placeholder text 'Enter your password'. Below the password field is a checkbox labeled 'Remember me'. At the bottom is a large dark teal button labeled 'Sign in' with a right-pointing arrow. Below the button is a link for 'Forgot password?'.



The Dashboard




WCG IRB Connexus Dashboard

- Central hub for most WCG IRB Connexus activity
- Contains:
 - Notification area
 - Make a Submission button
 - Request Access button
 - Track Submissions area
 - Search
 - Tabs – Needs Action, In Progress, Drafts
 - Two different views per your preference

The screenshot displays the WCG IRB Connexus Dashboard. At the top, there is a navigation bar with tabs for Dashboard, Submissions, Studies, Sites, and Resources. A welcome message reads: "Welcome back, StudyMgrM, you have 0 new updates on your submissions." Below this, there are buttons for "Make a Submission" and "Request Access". A search bar is located below the navigation. The main content area is divided into tabs for "Needs Action", "In Progress", and "Drafts". The "Needs Action" tab is active, showing a grid of submission cards. Each card displays the status (e.g., "Preparing for Board Review", "Complete", "Received"), Sponsor Protocol ID, study title, and a "View Outcome Documents" or "View Submission" button. A red box highlights a menu icon in the top right corner of the dashboard.

Dashboard – Card and Table Views

- Two different options for easily viewing submission/study details

 **Received** **New**

Sponsor Protocol ID
AB-1234-567

**IR for Double-Blind Trial of
Chemotherapy**

A New Study for Initial Review

2 Sites [View All](#)

Hold Date: 01-JUN-2020




Hold: Awaiting CRO review and release

[View Submission](#)

wcg IRB Connects Dashboard Submissions Studies Sites Resources

Needs Action 10 **In Progress 15** **Drafts 3**

All **On Hold 6** **Outcome Needs Action 0** **Outcome Complete 1**

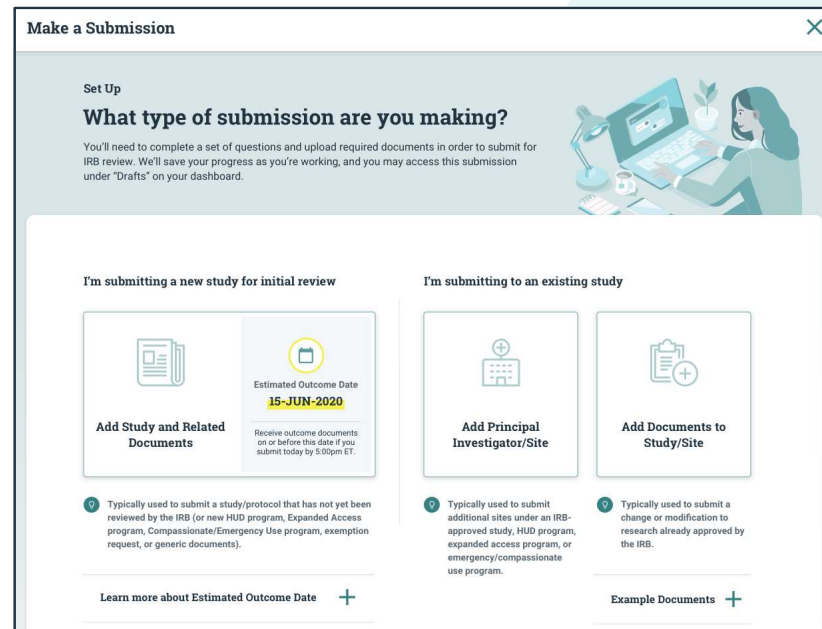
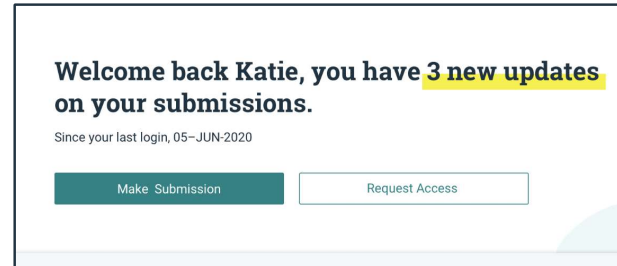
Submissions	Sponsor Protocol ID	Status
New A New Study for Initial Review IR for Double-Blind Trial of Chemotherapy 2 Sites View All	AB-1234-567	Hold Date: 01-JUN-2020  Hold: Awaiting CRO review and release View Submission
New A New Study for Initial Review CR Submission Name 2 Sites View All	CD-1234-567	Outcome Date: 01-JUN-2020  Outcome: Outcome review here View Submission
Withhold Study IR for Double-Blind Trial of Chemotherapy 2 Sites View All	EF-1234-567	Outcome Date: 01-JUN-2020  Outcome: Outcome review here View Submission

Make a Submission

The **Make Submission** button on the Dashboard allows you to start any type of submission

Select one of the following options:

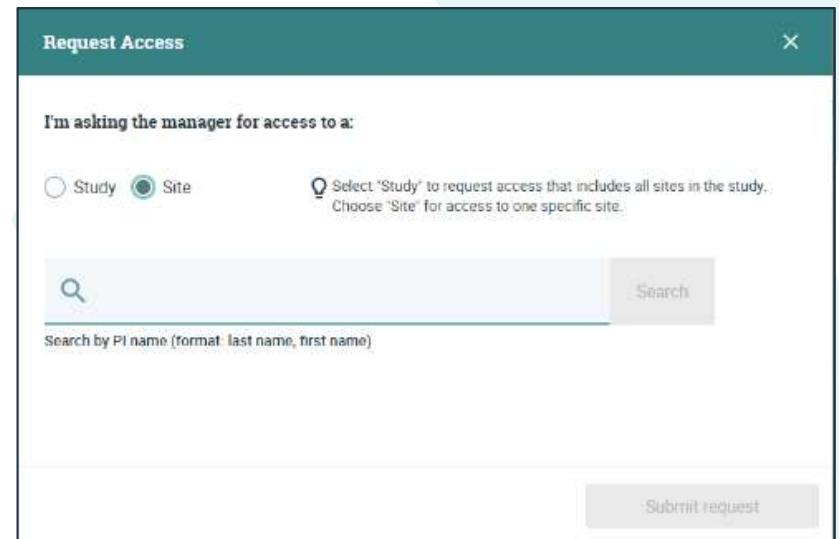
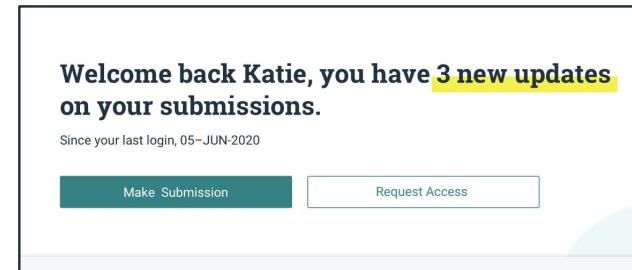
- Initial Review of New Protocol (not yet reviewed by WCG)
- For existing studies:
 - Add Principal Investigator/Site (to submit a new PI for initial review)
 - Add Documents to Study/Site (for an ongoing/existing approved study)



Request Access

You may request access to Studies and Sites.

- All managers of the target study or site will receive a notification and may accept or reject it
- You will receive an email notification when it has been accepted or rejected
- Managers are responsible for ensuring users receive the appropriate permission level for their role
- Managers may also invite users to join Studies or Sites
- **Study access is not needed to submit a new PI and is primarily reserved for Sponsor/CRO contacts**



Roles Overview

There are different levels of access, each with specific permissions. Your permission level depends on how your manager adds you to a study or a site.

Legacy MyConnexus users will automatically have access to their same studies, sites, and submissions in WCG IRB Connexus.

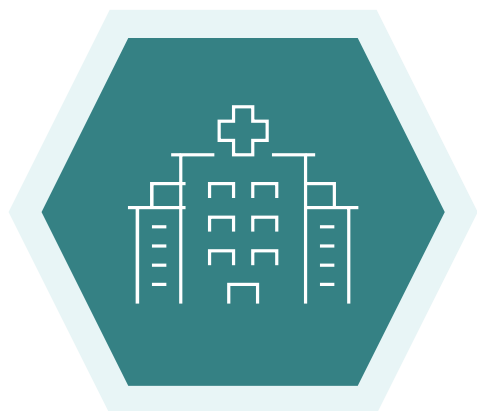
The permissions levels are as follows:

- Manager
- Submitter
- Read Only



Site Roles

Site tasks each role may perform based on permission levels:



	Manager	Submitter	Read Only
Manage user access (add/edit/remove)	✓		
Make submissions	✓	✓	
View and download submission documents	✓	✓	✓
View and download outcome documents	✓	✓	✓

Make a Submission: Initial Review of New PI


For adding a new PI to a multi-site study already on file with WCG, select below option:

Make a Submission


Set Up

What type of submission are you making?


You'll need to complete a set of questions and upload required documents in order to submit for IRB review. We'll save your progress as you're working, and you may access this submission under "Drafts" on your dashboard.



I'm submitting a new study for initial review



Add Study and Related Documents




Estimated Outcome Date
15-JUN-2020

Receive outcome documents on or before this date if you submit today by 5:00pm ET.


Typically used to submit a study/protocol that has not yet been reviewed by the IRB (or new HUD program, Expanded Access program, Compassionate/Emergency Use program, exemption request, or generic documents).

[Learn more about Estimated Outcome Date](#) +

I'm submitting to an existing study



Add Principal Investigator/Site



Add Documents to Study/Site

Typically used to submit additional sites under an IRB-approved study, HUD program, expanded access program, or emergency/compassionate use program.

Typically used to submit a change or modification to research already approved by the IRB.

[Example Documents](#) +

Make a Submission: Initial Review of New PI

Ensure you have the WCG Protocol # for making the new PI submission (study workspace access is not needed):



Setup

Find the study to which you're adding a new site or PI.

Find a Study 

Search by Study or Sponsor Name, Sponsor Protocol ID, or IRB Tracking ID

Don't have access to the study? You may still submit by specifying the study's IRB tracking ID.
Enter IRB Tracking ID

Make a Submission: Initial Review of New PI

Ensure you have the WCG Protocol # for making the new PI submission (study workspace access is not needed):

Setup

Specify the study's IRB Tracking ID

Find a Study
20201230 

The IRB Tracking ID must be an 8 or 9 digit number.

Sponsor DEMO_Sponsor10	Sponsor Protocol ID DEMO-118-USA-1X
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Make a Submission: Initial Review of New PI

Give your submission a meaningful name

Setup

Tell us the name of your submission


Sponsor

DEMO_Sponsor10

Sponsor Protocol Id

DEMO-118-USA-1X

Submission Name *

 The submission name should be a short summary of the submission that is easy for your reference.

Make a Submission: Initial Review of New PI

- Most submission documentation has now been incorporated into an interactive online form
- The system will guide you to fill out and submit any additional documentation that is required
- Complete a few more set-up questions: Translations, Recruitment Bonuses, Financial Interest Disclosure

Setup

Tell us a bit more about your submission, and we'll tell you what you need for board review.

Providing this information now will allow us to tell you what forms and documents are required in your submission as accurately as possible.

Translations

Documents for subject must be in language understandable by the subject or the subject's representative. Translated documents must be IRB approved before use.

Will you need translated documents or approval of translated documents? *

Yes

No

Recruitment Bonuses

Recruitment bonuses are extra payments tied to the rate or timing of recruitment or enrollment.

Will the Principal Investigator (PI) or research team be offered recruitment bonuses? *

Yes

No

Financial Interest Disclosure

Does the Principal Investigator (PI), the PI's immediate family, or any other research personnel or their immediate families, have any of the following financial interests in any entity that is sponsoring the research, or an entity that is manufacturing the product or service being tested, not reported to this IRB in previous submissions for this protocol?

- Any **remuneration** from the entity in the previous twelve months that exceeds \$5,000, when aggregated for the individual and their immediate family
- Any **equity interest** in the entity
- Any **intellectual property rights and interests**
- Any **governance or executive relationship** with the entity

Yes

No

*

Make a Submission: Initial Review of New PI

- Progress through each step of the submission process is defined by:
 - Checkmark: Step complete
 - Partially-filled circle: Started, but incomplete step
 - Empty circle: Not yet started
- A draft can be saved and resumed at any time

The screenshot displays the 'Make a Submission' interface. At the top, the title 'Make a Submission' is followed by 'test PI submission' and a long URL. An 'AUTOSAVED' indicator with a close button is in the top right. A left sidebar contains a 'Submission Checklist' with a back arrow, and a list of steps: 'Setup' (checked), 'Principal Investigator' (partially filled), 'Contacts' (empty), 'Initial Review Questionnaire' (empty), 'Financial Interest Disclosure' (empty), and 'Submission Documents' (empty). Below the checklist is a 'Review & Submit' button and a 'Need some help?' section with contact information. The main content area is titled 'Principal Investigator' and 'Add Principal Investigator information', featuring input fields for Prefix, First Name, Middle Name, Last Name, and Suffix. A bottom navigation bar includes a 'Setup' button with a left arrow and a 'Contacts' button with a right arrow.

Make a Submission: New PI Form Overview

- Be sure to add all contacts who need to be listed who need to received IRB correspondence
- You can add study coordinators, or sponsor/CRO contacts
- Not all Study Staff need to be listed to receive all notifications, but rather can be added via the Manage Contacts tools for that Investigator

Contacts

Are there any designated contacts for this research?

Yes

No

Add contacts here for users who will be:

- main contacts for questions from WCG IRB staff
- main contacts for external review notifications
- listed on the IRB Determination Letter

Contacts

Contact Type

Prefix

First Name

Make a Submission: New PI Form Overview

- Add all locations where research is engaged
- Be sure to double-check the information for accuracy, as approved locations appear on the Certificate of Action

Research Location

Physical address where subjects will be seen or research will take place:

Locations

Location

Company/Institution/Organization

Country

Address Line 1

Address Line 2

Make a Submission: New PI Form Overview

- Certificates of training are not required to be submitted to WCG
- Only the CV and Medical License (if applicable) of the PI is needed, if not already on file with WCG

Research Team Training

The Principal Investigator (PI) must ensure that all investigators and research staff undergo training on the ethics and regulations of human subject protections before being involved in the conduct of this research. For clinical research, the Principal Investigator (PI) must ensure that all investigators and research staff undergo training on Good Clinical Practice (GCP).

- Have all investigators and research staff involved with the conduct of this research taken one or more of the following programs and all applicable training programs noted as required?
 - ACRP Certified Clinical Investigator Training
 - CenterWatch: Protecting Study Volunteers in Research
 - Collaborative IRB Training Initiative (CITI)
 - DIA Certified Investigator (CCI)
 - SOCR Clinical Research Professional (CRP)
 - Tri-Council Policy Statement online training (TCPS)
 - WCG Academy

Yes

No

Make a Submission: New PI Form Overview

- Always mark “yes” to Institutional Services question
- Include the name of your organization and your Institution #
- **UC Irvine # 80898**

Institutional Services

Will you conduct this research through an organization that has a contract or Master Services Agreement (MSA) to use Western IRB (WIRB) for IRB services?

Yes
 No

Name of organization relying on WIRB (if known)

WIRB Institution # of organization relying on WIRB (if known)

Make a Submission: New PI Form Overview

- Be sure to select the appropriate indication of how you plan to submit your consent form
- Yes – UCI has pre-approved language
- Recommend Option 3

Consent Form Processing

Does your organization have pre-approved consent language on file with the IRB?

- Yes
 No

Indicate how you want us to process consent forms:

- The IRB should insert the pre-approved consent language on file for my institution and the site-specific contact language provided in this submission form into the most recent IRB-approved consent template. (If you include a consent form with this submission, the IRB will not use it if there is a template on file.)
- The IRB should add site-specific contact language provided in this submission form to the currently approved template. (If you include a consent form with this submission, the IRB will not use it if there is a template on file.)
- I am submitting a consent with requested language changes shown as tracked changes.
- Other

Make a Submission: Upload Required Documents

Submission Documents

Upload the files that you'll be submitting for this study.

To avoid processing delays, remove security/password protection from all submission documents

Documents What can I upload? ¹

Drop Files here or [click to upload](#)
Files may be up to 1 GB

Document Checklist

Submit the following documentation:

- Advertisements and recruitment scripts specific to your site
- Curriculum vitae for the PI, if not on file with the IRB

Available on the WCG IRB Website:

The following documents can be downloaded on the IRB Website and must be uploaded with your submission.

wagirb.com

- The end of the form will show a Document Checklist for what you have to submit
- Be sure to include your appropriate institutional sign-off & tracking number

Make a Submission: Review & Submit

- The last step before you submit will allow you to download a PDF of your completed online form
- Click “Submit for IRB Review” in the bottom right-hand corner of the screen to submit for IRB Review
- A confirmation ID should appear within a few minutes and is accessible via your Submissions landing page

Review & Submit

Almost done! Make sure you've reviewed all submission materials before submitting to the IRB.

You may return to any section of this submission and make edits before submitting.

My Submission

Initial Review of a New PI/Site

Draft

test

A New Site for Initial Review

Download Draft PDF

Need some help?

Contact WCG: 800-562-4789
Hours: 8:00AM to 8:00PM Eastern Time, Monday to Friday

[Email Us](#)

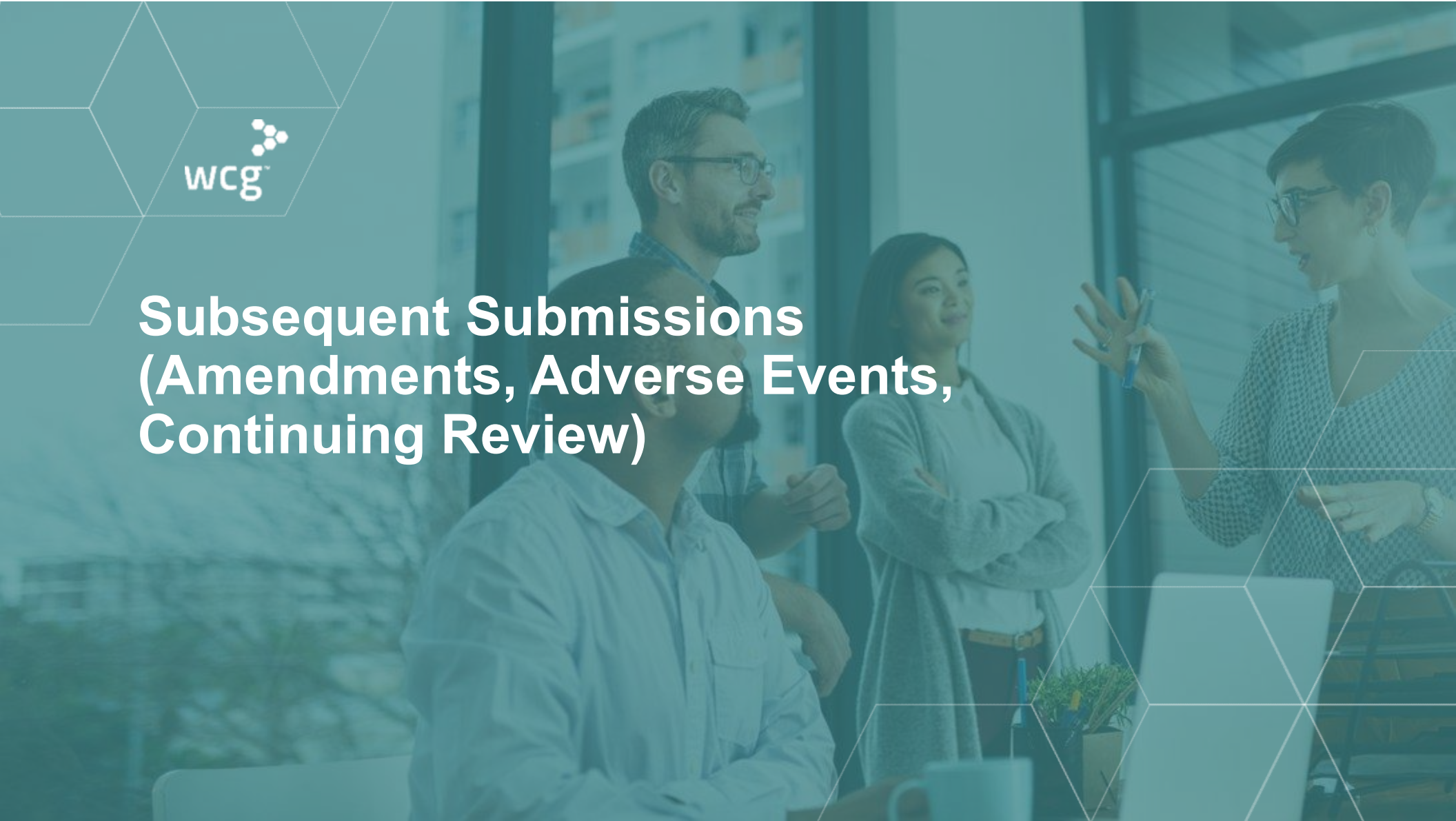
Submit for IRB Review

After You Submit: What to Expect

- You receive an email confirmation
- The submission is assigned a Submission Number but will be displayed in your in Progress tab
- A WCG Board Panel or Expedited Reviewer reviews the research
- You receive an email when outcome documents have been posted to Connexus in the Outcome documents tab
- You will receive a Certificate of Action (COA):
 - Board Action Date (Approval Date)
 - Expiration Date
 - Approved Research Location(s) and PI
 - The documents that were reviewed
 - List of study personnel on the email distribution list



Subsequent Submissions (Amendments, Adverse Events, Continuing Review)



Make a Submission: Subsequent Submissions (Amendments, Promptly Reportable Info)


For adding documents to/submitting for an existing approved PI with WCG, select below option:

Make a Submission


Set Up

What type of submission are you making?

You'll need to complete a set of questions and upload required documents in order to submit for IRB review. We'll save your progress as you're working, and you may access this submission under "Drafts" on your dashboard.



I'm submitting a new study for initial review



Add Study and Related Documents


Estimated Outcome Date
15-JUN-2020

Receive outcome documents on or before this date if you submit today by 5:00pm ET.

Typically used to submit a study/protocol that has not yet been reviewed by the IRB (or new HUD program, Expanded Access program, Compassionate/Emergency Use program, exemption request, or generic documents).

[Learn more about Estimated Outcome Date](#) +


I'm submitting to an existing study



Add Principal Investigator/Site

Typically used to submit additional sites under an IRB-approved study, HUD program, expanded access program, or emergency/compassionate use program.

[Example Documents](#) +



Add Documents to Study/Site

Typically used to submit a change or modification to research already approved by the IRB.

Make a Submission: Subsequent Submissions (Amendments, Promptly Reportable Info)

- Select the type of submission you will be making
- Follow the on-screen instructions/questions
- Upload documents and submit

Setup

What type of submission are you making?

Please select an option below.

- Change In Investigator
- Change In Research
- Contact Update
- Continuing Review
- HUD Clinical Use Closure
- Not Listed
- Promptly Reportable Information
- Site Closure
- Translation Request

Reportable Information (AEs, UPs, etc.)

- The “Promptly Reportable Information” form is used to report any adverse events or unanticipated problems
- The form will guide you as to what problems to report
- WCG will review the report and if significant, communicate with appropriate parties
- If we find that the event does not constitute an increased risk to subjects, we will file it without action.
- If you need an email stating the event was filed, contact your WCG IRB Client Services team

Continuing Review

- The “Continuing Review Report Form” will be sent automatically to the individual(s) listed on the Initial Review form
- Forms are sent out approximately 86 days before the study expiration date, and are due approximately 56 days before the study expiration date
- All sites are brought on to a single protocol-level expiration date
- If you receive initial approval within 90 days of the protocol-level expiration date, you will automatically be brought on to the next continuing review period
- Work order is reviewed 10-14 days before expiration date



Navigating Workspaces



WCG IRB Connexus Submissions Landing Page

- Displays all submissions
- Click **Submission Name** to view details
- Contains:
 - Search / Quick Filters
 - Table displaying all submission entries

Submission Name	Submission Type	Sponsor	Sponsor Protocol ID	PI Name	Submitted	Status	IRB Tracking ID
DEMO Add New PI G...	A New Study for Initial IR...	DEMO_Sponsor T	DEMO 250 A-US-18	DEMO_NEWPI02	23 AUG 2020	RECEIVED	000
DEMO Submission Na...	A New Study for Initial IR...	DEMO_Sponsor T	DEMO 250 A-US-18X	000	000	DECL	000
DEMO Add New PI G...	A New Study for Initial IR...	DEMO_Sponsor V	DEMO 000 USA 18	DEMO_NEWPI01	21 AUG 2020	PENDING FOR...	20200105
DEMO_Add PI	A New Study for Initial IR...	DEMO_Sponsor T	DEMO 250 A-US-18X	000	000	DECL	000
DEMO IR Submission	A New Study for Initial IR...	DEMO_Sponsor T	DEMO 250 A-US-18X	000	000	DECL	000
DEMO IR Submission	A New Study for Initial IR...	DEMO_Sponsor T	DEMO 250 A-US-18X	000	000	DECL	000
DEMO Lung Cancer Tr...	A New Study for Initial IR...	DEMO_Sponsor T	DEMO 510 A-US-18	DEMO_00AA	27 AUG 2020	RECEIVED	000
DEMO Demo Manipulat...	A New Study for Initial IR...	000	AUSPI12000	000	26 AUG 2020	PENDING FOR...	20200148
DEMO Demo Manipulat...	A New Study for Initial IR...	DEMO_Sponsor T	DEMO 250 A-US-18X	000	26 AUG 2020	RECEIVED	000
DEMO New Rapid Test...	A New Study for Initial IR...	DEMO_Sponsor T	DEMO 250 A-US-18X	000	25 AUG 2020	RECEIVED	000

Submission Details

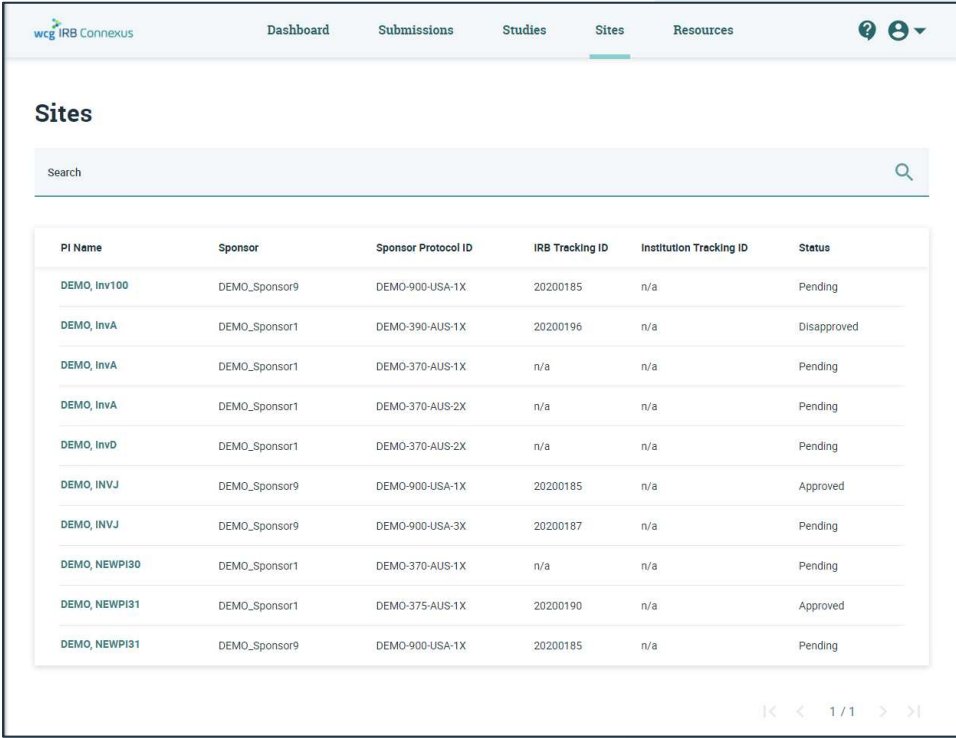
- Displays submission status and other submission details
- Also displays (if applicable):
 - Submitted Sites
 - Submitted Documents
 - Outcome Documents

The screenshot shows the 'Submission Details' page for a study titled 'DEMO Lung Cancer Treatment Phase I 10mg Dose'. The page features a progress bar with six stages: Draft (12-AUG-2020), **Received** (07-09G-2022), 'Preparing for IRB review', 'IRB Review', 'Awaiting Documents', and 'Complete'. Below the progress bar, there is a 'Study Info' section with three columns: 'Sponsor' (DEMO Sponsor), 'Sponsor Protocol ID' (DEMO 071 AUS 1X), and 'ES/IRB Approval' (17 AUG 2020). At the bottom, there are three tabs: 'Submitted Sites', 'Submitted Documents', and 'Outcome Documents'. The 'Submitted Sites' tab is active, showing a search bar with 'NFO' and a table with one entry.

P Name	P Organization	Institution Linking ID	Country
DEMO, INC	DEMO Sponsor	1X	United States

WCG IRB Connexus Sites (PIs) Landing Page

- Display all **Sites** you have access to
- Click the PI Name for more details
- Contains:
 - Search
 - Table displaying all site information



The screenshot shows the 'Sites' landing page in the WCG IRB Connexus system. The page features a navigation bar with 'Dashboard', 'Submissions', 'Studies', 'Sites', and 'Resources'. The 'Sites' section is active, displaying a search bar and a table of site information. The table has columns for PI Name, Sponsor, Sponsor Protocol ID, IRB Tracking ID, Institution Tracking ID, and Status. The table contains 10 rows of data, including entries for DEMO, INV, and NEWPI sites.

PI Name	Sponsor	Sponsor Protocol ID	IRB Tracking ID	Institution Tracking ID	Status
DEMO, Inv100	DEMO_Sponsor9	DEMO-900-USA-1X	20200185	n/a	Pending
DEMO, InvA	DEMO_Sponsor1	DEMO-390-AUS-1X	20200196	n/a	Disapproved
DEMO, InvA	DEMO_Sponsor1	DEMO-370-AUS-1X	n/a	n/a	Pending
DEMO, InvA	DEMO_Sponsor1	DEMO-370-AUS-2X	n/a	n/a	Pending
DEMO, InvD	DEMO_Sponsor1	DEMO-370-AUS-2X	n/a	n/a	Pending
DEMO, INVJ	DEMO_Sponsor9	DEMO-900-USA-1X	20200185	n/a	Approved
DEMO, INVJ	DEMO_Sponsor9	DEMO-900-USA-3X	20200187	n/a	Pending
DEMO, NEWPI30	DEMO_Sponsor1	DEMO-370-AUS-1X	n/a	n/a	Pending
DEMO, NEWPI31	DEMO_Sponsor1	DEMO-375-AUS-1X	20200190	n/a	Approved
DEMO, NEWPI31	DEMO_Sponsor9	DEMO-900-USA-1X	20200185	n/a	Pending

Site (PI) Details

- Displays in-depth site information
- Also displays (if applicable):
 - Site Submissions
 - Outcome Documents
 - Site contacts
 - Manage Contacts

The screenshot shows the 'wgc IRB Connexus' interface. The top navigation bar includes 'Dashboard', 'Submissions', 'Studies', 'Sites', and 'Resources'. The main content area is titled 'INVJ DEMO' and includes a 'Manage Contacts' button. Below this, the 'Study Name' is 'DEMO ThrusTreatment Phase 1 Study'. A table provides key details:

Sponsor	Sponsor Protocol ID	Initial Approval	Last Review
DEMO_Sponsor9	DEMO-900-USA-1X	26-AUG-2020	26-AUG-2020
Expiration	IRB Tracking ID	Institution Tracking ID	Status
26-AUG-2021	20200185	n/a	Approved

Below the table, 'PI Details' for 'INVJ DEMO' are shown: 'DEMO Independent Site | United States 22 Oak Seattle PA 11111' and an email address 'epstrainingsite+DEMOInvJ@gmail.com'.

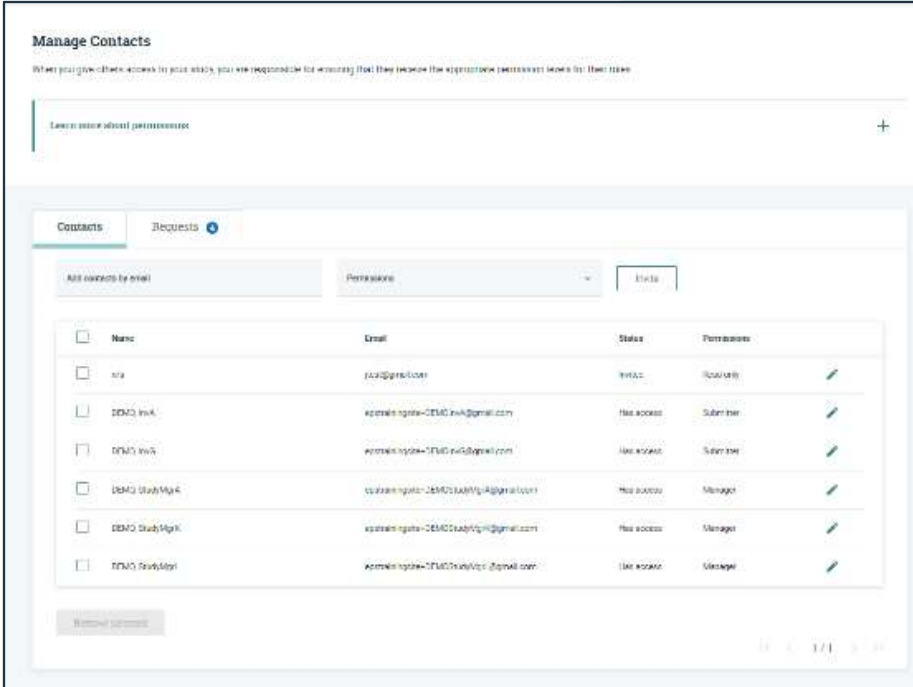
The lower section features tabs for 'Submissions', 'Outcome Documents', and 'Contacts'. The 'Outcome Documents' tab is active, showing a table with columns for 'File Name', 'Reviewed', 'Transmitted', and 'Document Type'. The table contains three entries:

File Name	Reviewed	Transmitted	Document Type
filec2.doc	15-AUG-2020	26-AUG-2020	Consent Form - Assent
Certificate of Action for Study#: 1283319, Panel ...	26-AUG-2020	26-AUG-2020	Certificate of Action
Certificate of Action for Protocol#: 20200185, P...	26-AUG-2020	26-AUG-2020	Protocol Certificate of Action

At the bottom of the 'Outcome Documents' section, there are 'Download All' and 'Download Selected' buttons, along with pagination controls showing '1 / 1' and a chat icon.

Manage Contacts

- Only accessible from Study or Site Details page for sites in which you have the **Manager** permission role
- View and manage current site contacts
- Invite contacts to join a site
- Approve or deny pending site access requests



Manage Contacts

When you give others access to your study, you are responsible for ensuring that they receive the appropriate permissions level for their team.

Learn more about permissions

Contacts 1 Requests

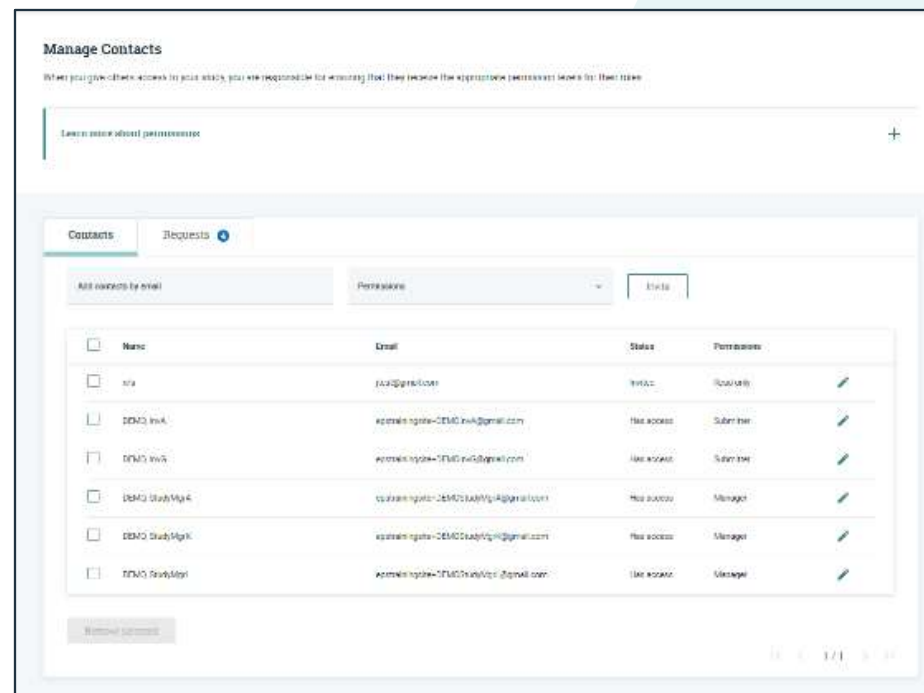
All contacts by email Permissions

<input type="checkbox"/>	Name	Email	Status	Permissions
<input type="checkbox"/>	ira	ira@genkit.com	Invited	Locality
<input type="checkbox"/>	DDMO InvA	aposteln@genkit-DDMOInvA@gmail.com	Has access	Subscriber
<input type="checkbox"/>	DDMO InvB	aposteln@genkit-DDMOInvB@gmail.com	Has access	Subscriber
<input type="checkbox"/>	DDMO StudyMjA	aposteln@genkit-DDMOStudyMjA@gmail.com	Has access	Manager
<input type="checkbox"/>	DDMO StudyMjB	aposteln@genkit-DDMOStudyMjB@gmail.com	Has access	Manager
<input type="checkbox"/>	DDMO StudyMjC	aposteln@genkit-DDMOStudyMjC@gmail.com	Has access	Manager

Remove contact

Manage Contacts

- Only accessible from Study or Site Details page for sites in which you have the **Manager** permission role
- View and manage current site contacts
- Invite contacts to join a site
- Approve or deny pending site access requests



Manage Contacts

- For all UCI affiliated research:
 - Always add UCI IRB irbreliance@uci.edu as a contact type Manager
 - Do not remove UCI IRB irbreliance@uci.edu

Multiple contacts

If you work with a team and your team needs access to your site workspace, keep a document with their emails separated by a comma or semicolon. Copy, paste, select permission level and invite them all at in one step.

Manage Contacts

When you give others access to your site, you are responsible for ensuring that they receive the appropriate permission levels for their roles.

[Learn more about permissions](#)

Contacts | Requests

Add users by name or email
irbreliance@uci

Permissions Invite

UCI IRB (irbreliance@uci.edu)

<input type="checkbox"/>	Name	Email	Status	Permissions
<input type="checkbox"/>	Faircloth, Angela	afaircloth@wgcclinical.com	Has access	Manager

Manage Contacts

When you give others access to your site, you are responsible for ensuring that they receive the appropriate permission levels for their roles.

[Learn more about permissions](#)

	A	B
1	Institution IRB Staff	Email
2	IRB Senior Analyst	sranalyst@anyinstitution.org ;
3	IRB Analyst	analyst@anyinstitution.org ;
4	IRB compliance team	Compliance@anyinstitution.org ;
5	IRB Director	director@anyinstitution.org ;

Contacts | Requests

Add users by name or email

sranalyst@anyinstitution.org X

analyst@anyinstitution.org X

Compliance@anyinstitution.org X

director@anyinstitution.org X

Permissions Invite

User Profile

To disable access request notifications:



Carmen Thompson [Change Password](#)

Last Login
05-NOV-2020

Site WIRB

Ms. Carmen B Thompson 1019 39th Ave Ste 120
Puyallup, Washington 98374, United States

[✉ CBThompson@wirb.com](mailto:CBThompson@wirb.com)

[☎ 360-252-2447](tel:360-252-2447)

Edit Profile

Name

Role
Client Relations

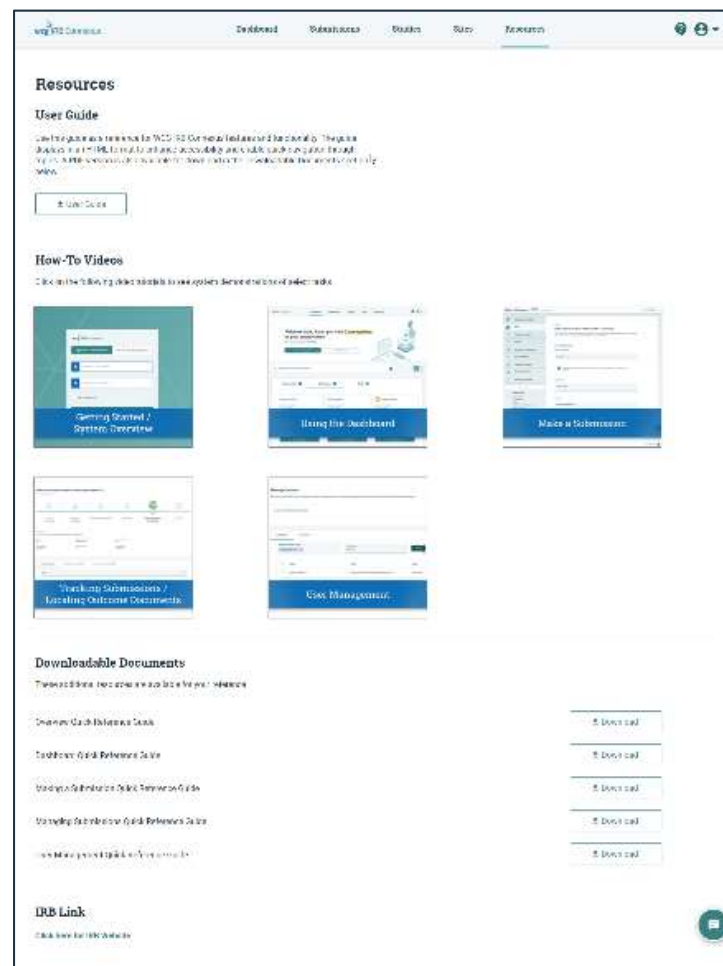
Prefix Ms. ▾	First name Carmen	Middle name B	Last name Thompson	Suffix Select
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Contact

Email CBThompson@wirb.com	Phone 360-252-2447	<input checked="" type="checkbox"/> Email Notifications Enabled
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WCG IRB Connexus Resources

- PDF version of the user guide
- “How-to-Videos”
- Quick Reference Guides
- Link to WCGIRB.com





Additional Items to Note



Additional Information

For a limited time, both legacy MyConnexus and WCG IRB Connexus will exist simultaneously

- With this in mind, there are a few considerations:
 - Draft submissions will only be available in the system where it was created
 - User accounts and submissions will sync between systems with a slight delay
- All active studies and sites will be migrated from legacy MyConnexus. Only closed study data 3 years old or less will be migrated.



Additional Information

- All new users being transitioned from legacy MyConnexus to WCG IRB Connexus will need to reset their passwords and use the same email address to ensure access to your Studies and Sites
- For security purposes, users must sign into WCG IRB Connexus to view any documents



We are here to partner with you – contact us!

For general questions and inquiries:

1-855-818-2289 | clientservices@wcgirb.com

Live Chat via Connexus

For UCI specific, escalated or urgent issues:

Carmen Thompson

360-252-2447 | cbthompson@wirb.com





Thank You

