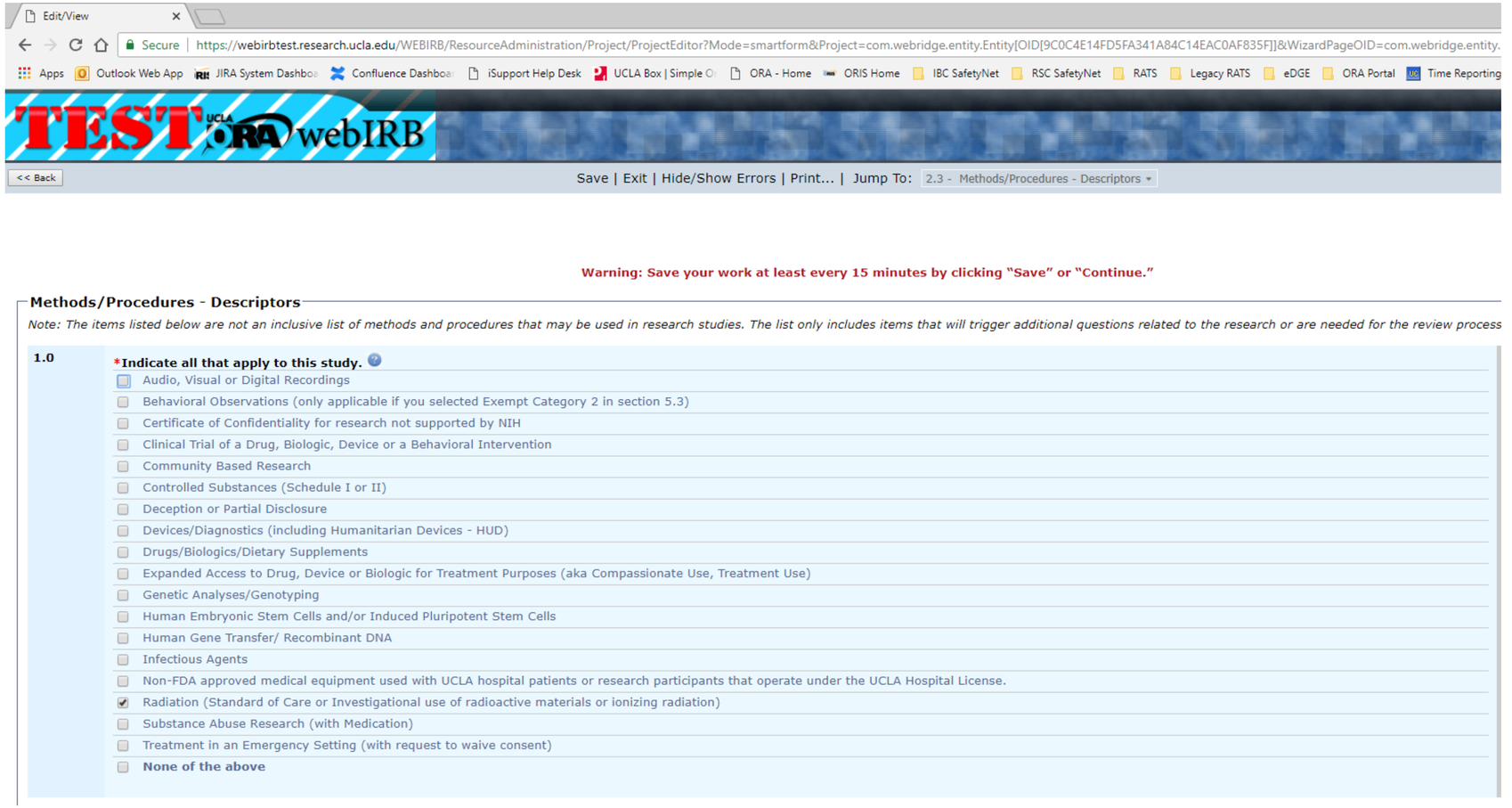
UCLA ORA
Office of Research Administration

Creating a New Application in

SafetyNet | UCLA Research Administration

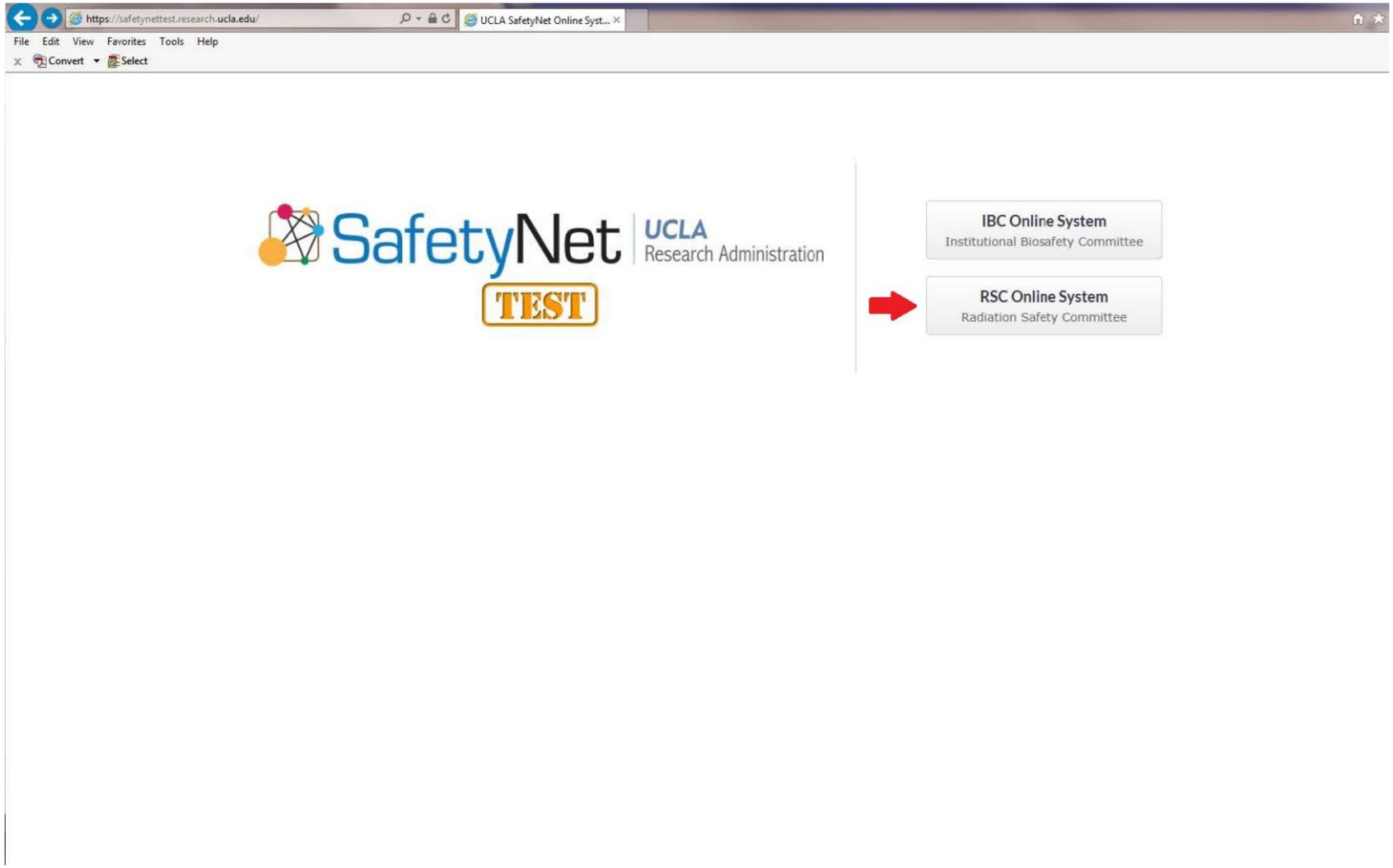
Initiating Radiation Review in webIRB



1. A webIRB application must be submitted first. If radiation is identified in section 2.3 of the webIRB application, a radiation review will be required.

2. When the webIRB application is completed, the user will be prompted to go to SafetyNet to submit an MRSC/RDRC application.

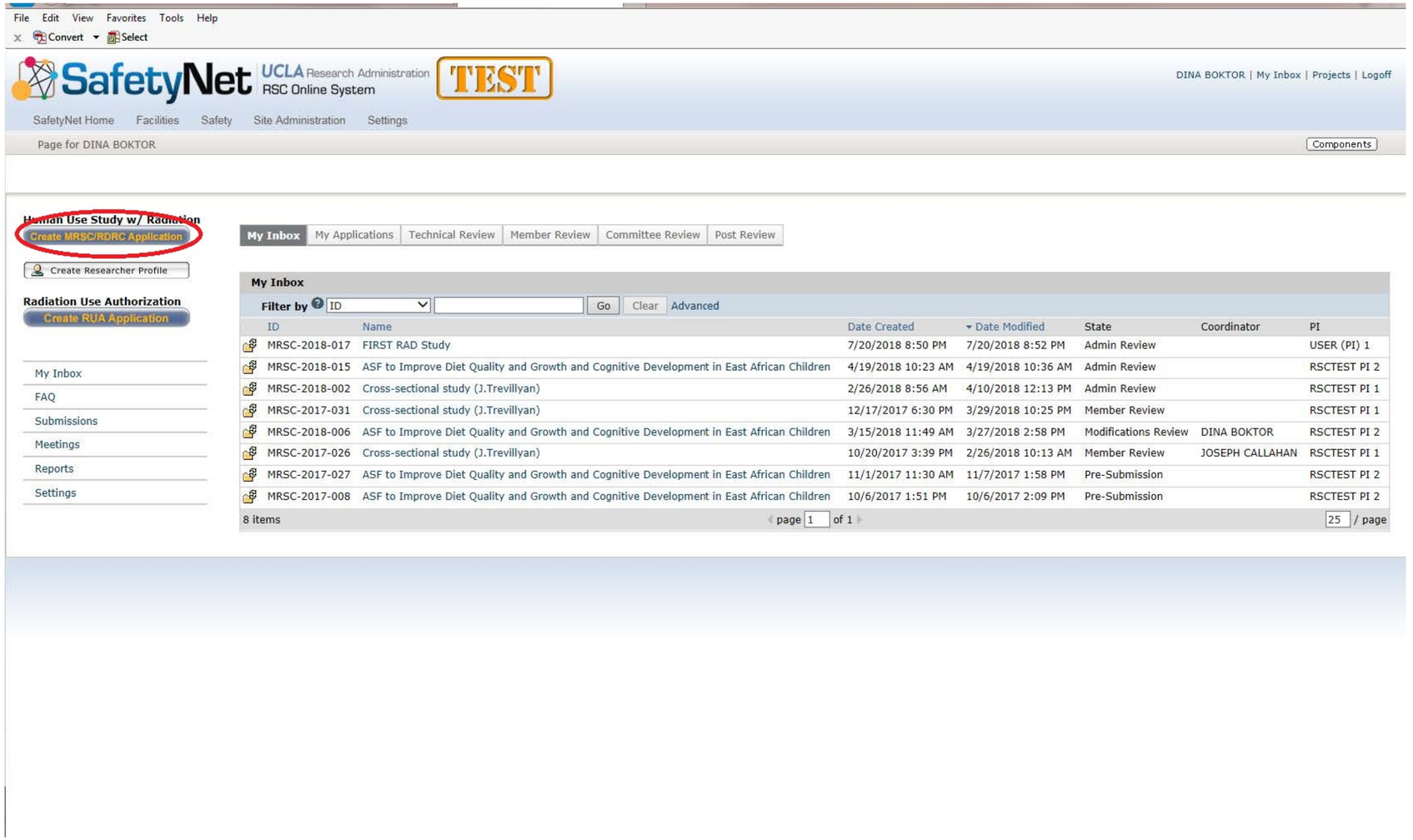
Logon to SafetyNet



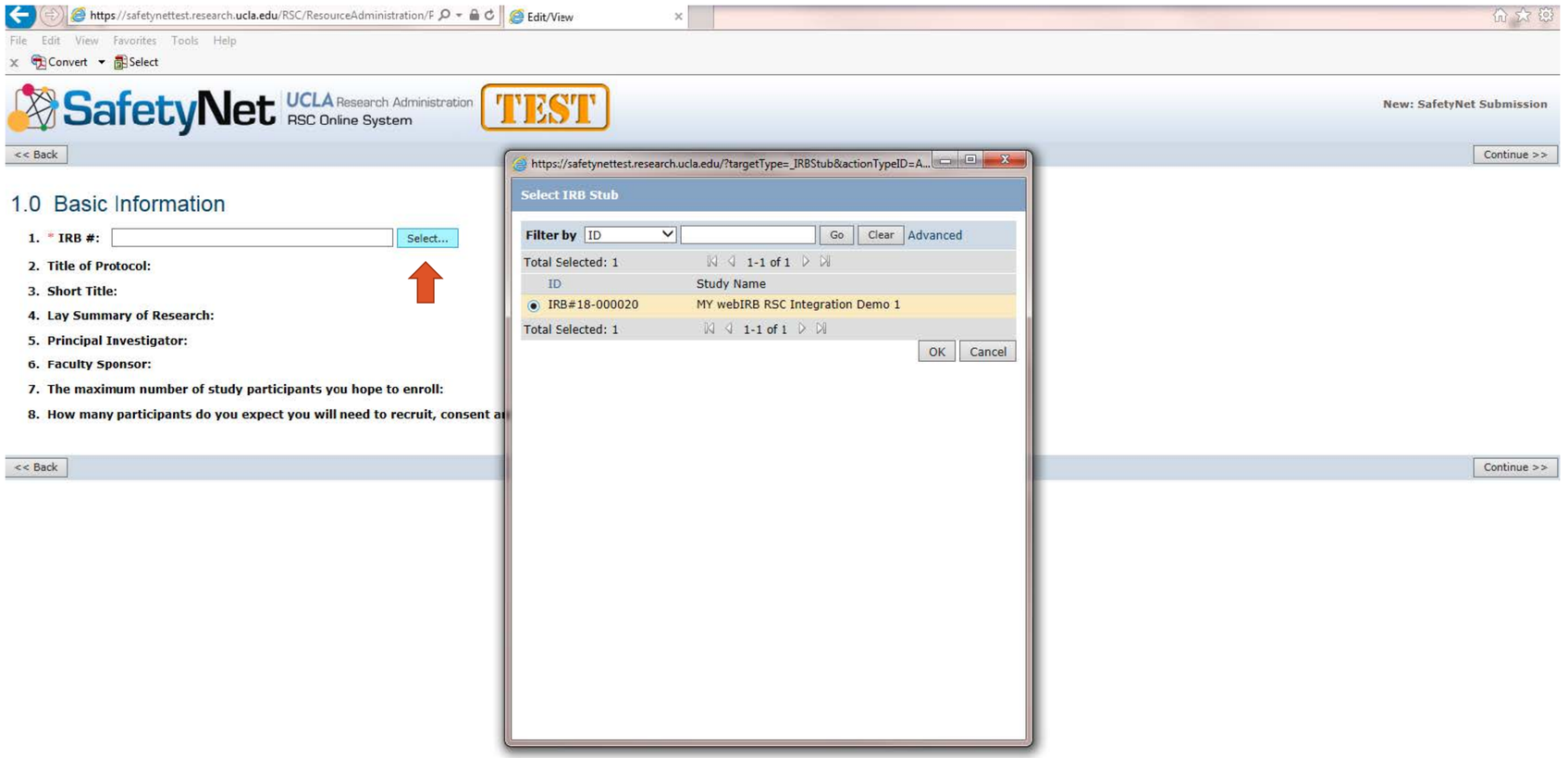
1. Once you arrive at the SafetyNet site (https://safetynet.research.ucla.edu), select RSC Online System.

2. Once you are in the site, click “Login”, and complete your multi-factor authentication with your UCLA Logon account.

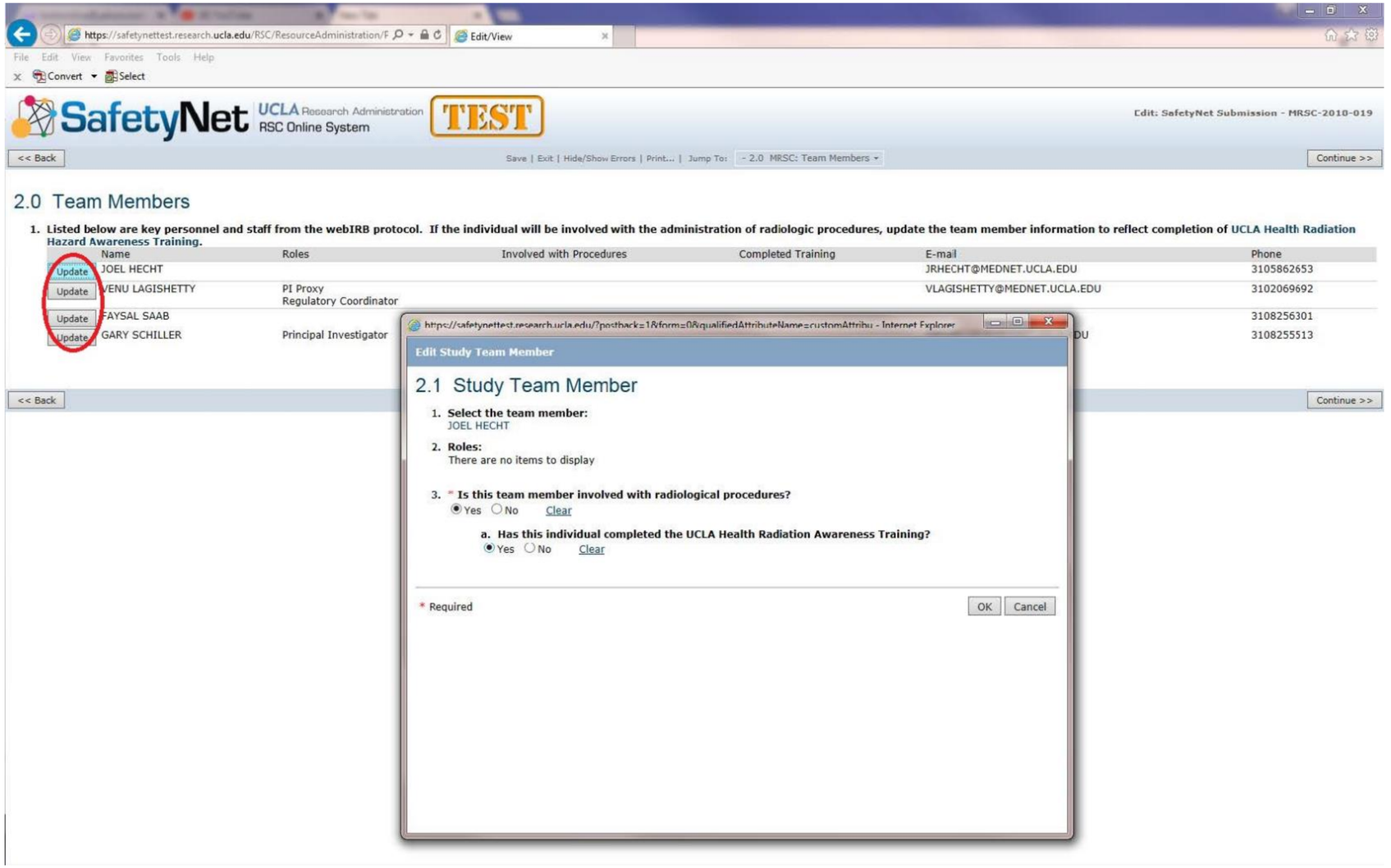
Creating an MRSC/RDRC Application



1. Select *Create MRSC/RDRC Application.*

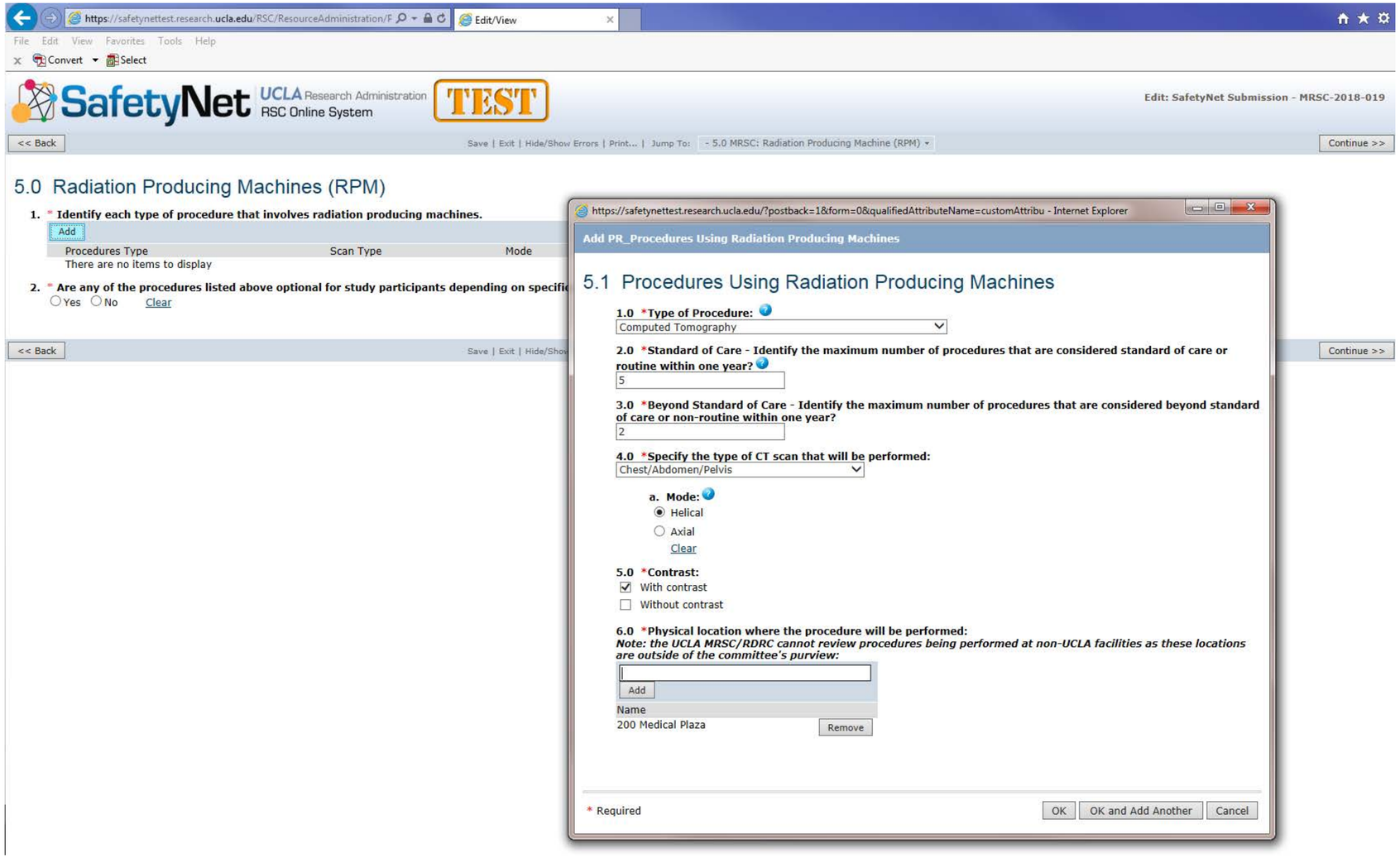


2. Click on the *Select* button. This will open a window listing all studies involving radiation that have been submitted through webIRB by your PI or PI Proxy accounts. Select the study that you wish to create an MRSC application for, and then click *OK*. Then, click on *Continue*.

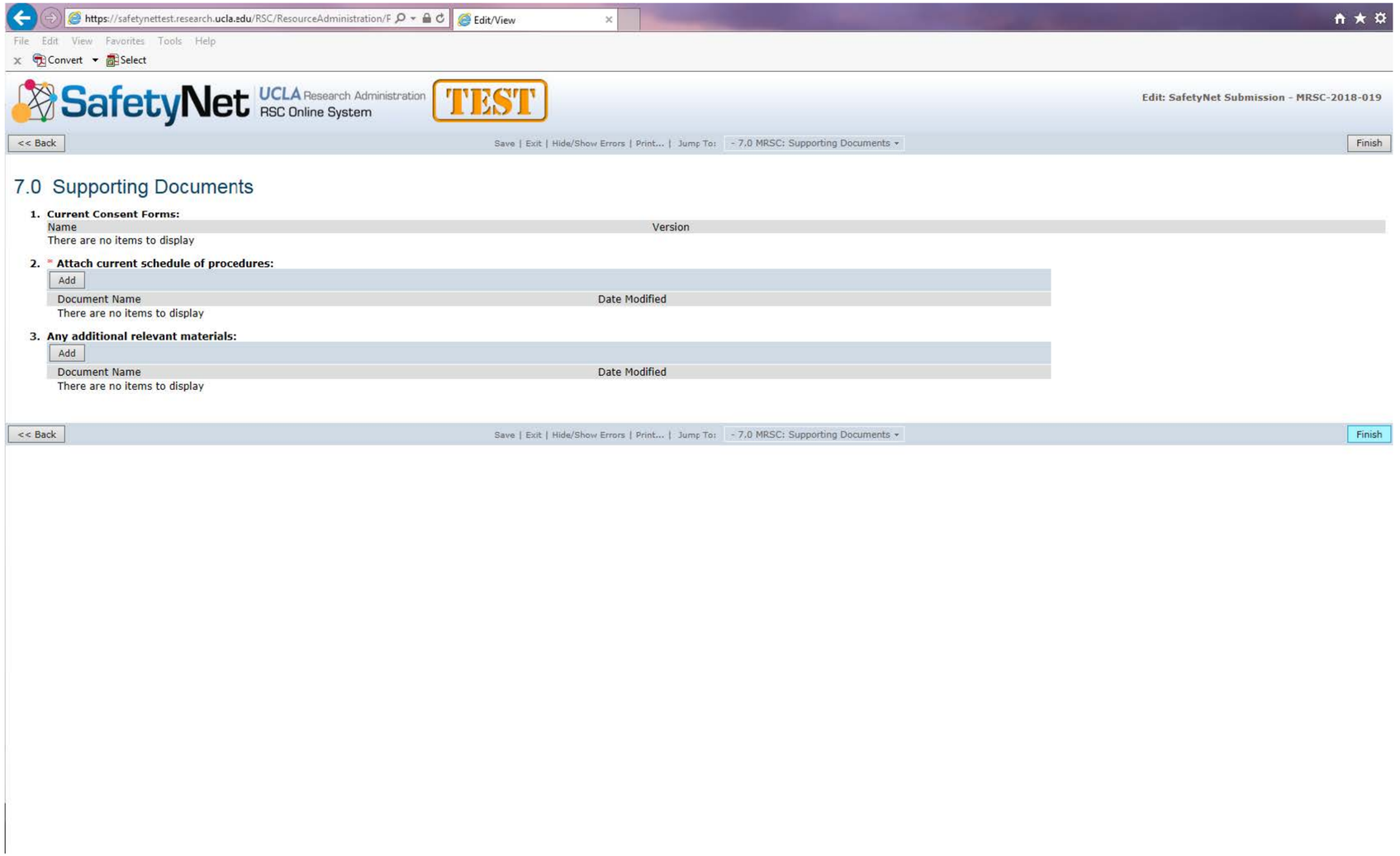


3. The list of Team Members will be automatically generated based on the webIRB application. Select *Update* for each team member and identify if each one will be involved in the radiological procedures. If they are, you will also need to indicate if the required training has been completed. Once this is done, click *Continue.*

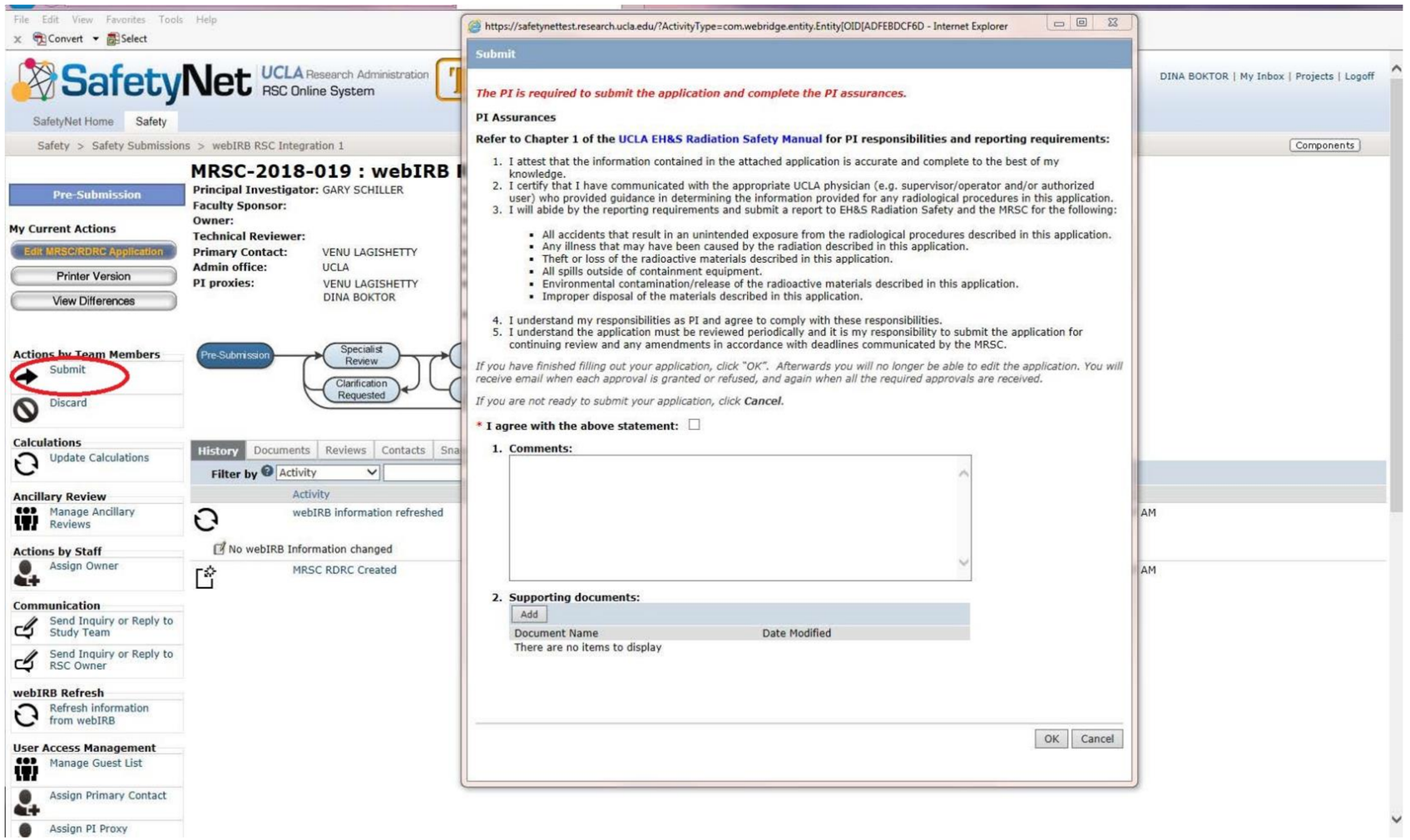
4. Select which types of radiation procedures will be used for the study. Once this is done click *Continue*.



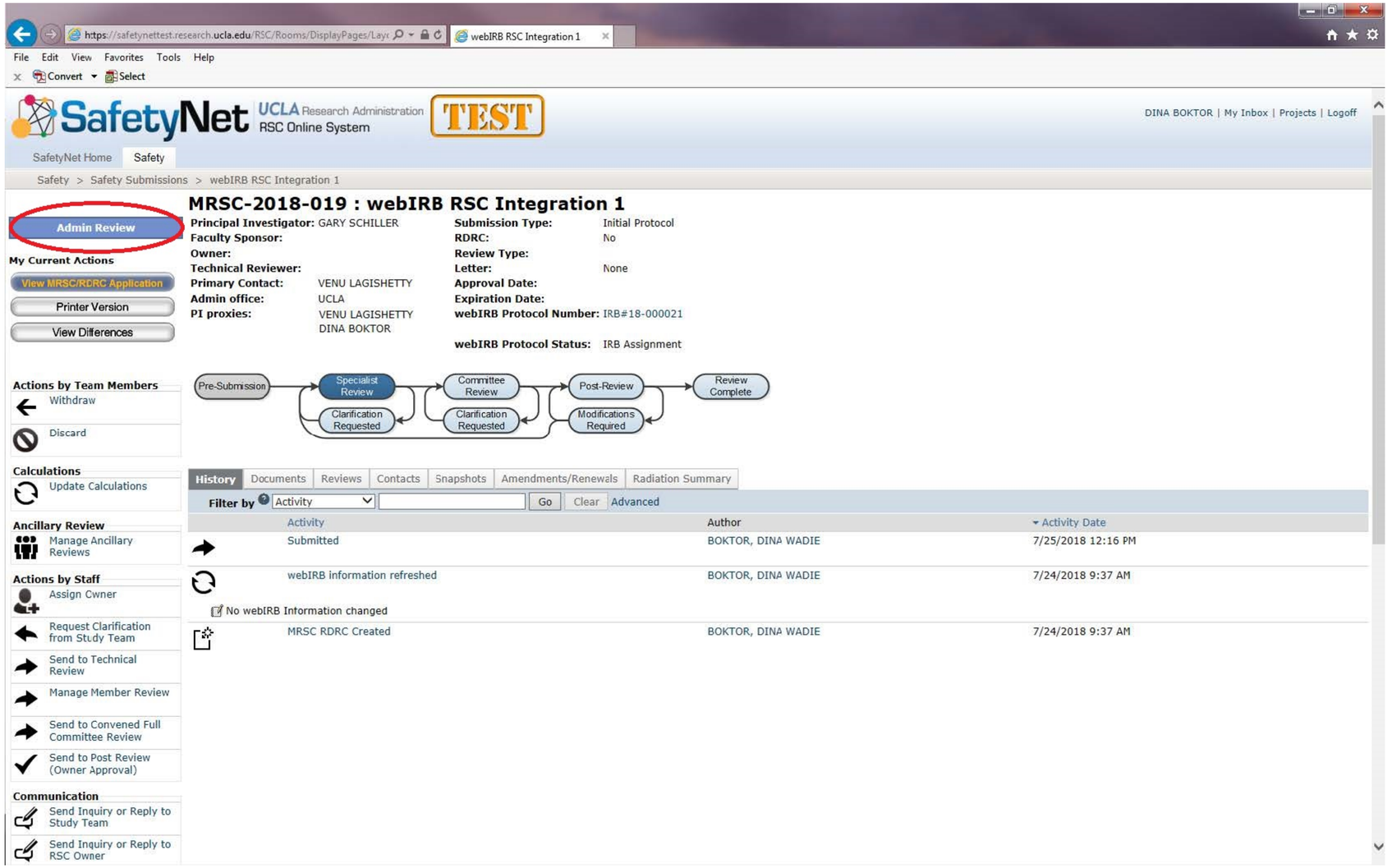
5. For each type of radiation, click *Add* in order to specify each procedure being used. Complete the form for each procedure. Note that all fields marked with an asterisk must be completed before continuing.



6. The current Informed Consent Form submitted to the IRB will be automatically included in the Supporting Documents section. For question 2, a schedule of procedures must be uploaded. This is typically found in the study protocol, and is a table or list of all procedures a subject will undergo during the study. If it is not in the protocol, please create one.



7. The application will now be in the "Pre-Submission" state. Click on *Submit* in order to finalize its submission to MRSC. A window will appear with PI Assurances. Note that ONLY the PI listed on the study will be able to complete the Assurances.



8. Once the status at the top of the left bar is in the “Admin Review” state, the application has been successfully submitted.