

Completing Faculty Sponsor (FS) Assurances for a CR Continuing Review or Closure

Important Note: Error in webIRB

Principal Investigators with a Faculty Sponsor must obtain their Faculty Sponsor's assurances before submitting a Continuing Review or Closure (CR).

<p>Project State</p> <p>Pre Submission</p> <p>Edit Continuing Review</p> <p>Printer-Friendly Version</p> <p>SS-Print All Request Notes</p> <p>Owner (IRB Staff):</p> <p>Parent Study: State: Approved Review Type: Expedited</p> <p>My Activities</p> <p>Send Notification to FS for FS Assurances</p> <p>Submit Continuing Review</p> <p>Withdraw</p> <p>Edit PI Proxy</p> <p>Create Linked Amendment</p> <p>Study Team - Log</p>	<p>Continuing Review: 2013 Review for IRB#12-00004</p> <p>Continuing Review ID: IRB#12-00004-CR-00004</p> <p>Study ID: IRB#12-00004 Study Name:</p> <p>Principal Investigator: A P11</p> <p>Faculty Sponsor: A P15</p> <p>SAE since last Continuing Review:</p> <p>Total enrolled for this site since last progress review:</p> <p>Any modifications not approved prior to implementation?:</p> <p>Initial Submission Date:</p> <p>Committee: Medical IRB 1</p> <p>PI Proxy:</p> <p>PI Assurances: Pending...</p> <p>FS Assurances: Not Required</p> <p>Request to Continue Participants during Approval</p>
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Error!! If you have a Faculty Sponsor his/her assurances are required before submitting the CR.

Accessing the CR Workspace

The FS Assurances for the CR must be completed in the CR workspace before the CR can be submitted. There are 2 ways to access the CR workspace:

- webIRB Email Notification-** When the PI uses webIRB to request his/her Faculty Sponsor's assurances, the Faculty Sponsor will receive an email notification. **Click on the link in the email notification** to go to the CR workspace.

DATE: 4/23/2012 11:52 AM

TO: Faculty Sponsor

FROM: PI

RE: Assigned as Faculty Sponsor

LINK: Continuing Review or Closure ID# (e.g., [IRB#12-001177-CR-00001](#))
Study name

The Continuing Review application for the above-referenced study is ready for Faculty Sponsor review. Please click on the above link to go to the continuing review workspace to review the continuing review and complete the Faculty Sponsor Assurances.

Example of webIRB email notification

- webIRB Inbox-** The CR workspace is accessible from in the Faculty Sponsor's inbox. After logging into webIRB at <https://webirb.research.ucla.edu/WEBIRB/> locate the CR in the *My Inbox* tab and **click on CR Name** to go to the CR workspace.

My Inbox My IRB Studies Archived Profile

Displays all items which require action by the study team. Click on links for more information.

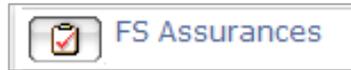
Filter by ID Go Clear Advanced

ID	Name
NS IRB#11-001763	Example of Lay title for webIRB Study Application
CR IRB#11-000309-CR-00001	2012 Review for IRB#11-000309

Example of Inbox

Completing the FS Assurances for a Continuing Review or Closure

1. Once in the CR workspace, **complete the FS Assurances** by clicking on the activity:



2. **Select the applicable assurance for your submission.** Select either the assurance for Continuing Review or Study Closure. Then scroll down and click the **OK** button.

FS Assurances

Faculty Sponsor Assurances

Please select the applicable assurance for your submission. Select either the assurance for Continuing Review or Study Closure. Then scroll down and click the "OK" button.

Continuing Review

1.0 By checking Agree as sponsor on this research application, I certify that the student or guest investigator is knowledgeable about the regulations and policies governing research with human subjects and has sufficient training and experience to conduct this particular study in accord with the approved protocol. In addition,

- I agree to meet with the investigator on a regular basis to monitor study progress.
- Should problems arise during the course of the study, I agree to be available, personally, to supervise the investigator in solving them.
- I assure that the investigator will report serious or unexpected adverse events as well as protocol violations or other incidents related to the protocol to the IRB in writing within 10 working days.
- If I will be unavailable, for example, if I am on sabbatical leave or vacation, I will arrange for an alternate faculty sponsor to assume responsibility during my absence, and I will advise the IRB by letter of such arrangements.

Agree

Study Closure

1.0 I certify that all study activity involving contact with study participants, or use or access to personal identifiable information has ceased and the information provided in this report is complete and correct.

Agree

After completing the FS assurances, the CR workspace will show that the assurances have been completed:

<p>Project State</p> <p style="background-color: #FFD700; text-align: center; padding: 2px;">Pre Submission</p> <p> Edit Continuing Review</p> <p> Printer-Friendly Version</p> <p> SS-Print All Request Notes</p> <hr/> <p>Owner (IRB Staff):</p> <p>Parent Study: State: Approved Review Type: Expedited</p> <hr/> <p>My Activities</p> <p> Submit Continuing Review</p> <p> FS Assurances</p> <p> Withdraw</p> <p> Create Linked Amendment</p>	<p>Continuing Review: 2013 Review for IRB#12-000004</p> <hr/> <p>Continuing Review ID: IRB#12-000004-CR-00004</p> <p>Study ID: IRB#12-000004 Study Name:</p> <hr/> <p>Principal Investigator: A PI1</p> <hr/> <p>Faculty Sponsor: A PI5</p> <hr/> <p>SAE since last Continuing Review:</p> <hr/> <p>Total enrolled for this site since last progress review:</p> <hr/> <p>Any modifications not approved prior to implementation?:</p> <hr/> <p>Initial Submission Date:</p> <hr/> <p>Committee: Medical IRB 1</p> <hr/> <p>PI Proxy:</p> <hr/> <p>PI Assurances: Pending...</p> <p>FS Assurances: Completed</p>
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