## **Completing PI Assurances for a New Study**

## Important Notes about Completing PI Assurances for a New Study

a) The PI Assurances are required for approval of a Study.

**UCLA**webIRB

b) The activity **PI Assurances** becomes available in the "My Activities" panel at the lower left of the Study workspace only after the Study has been submitted:



c) If your PI Proxy or Faculty Sponsor has submitted the Study on your behalf, log into webIRB at <a href="https://webirb.research.ucla.edu/WEBIRB/">https://webirb.research.ucla.edu/WEBIRB/</a> and locate your Study under the Inbox. Click on the Study Name to go to the Study workspace. Then follow steps 2-3 below.

	My II	ıbox 🚺	My IRB Studies	Archived	d Profile
	Display	/s all item	s which require a	iction by t	he study team. Click on links for more information.
		Filter by	ID	•	Go Clear Advanced
		ID			Name
	NS	IRB#11	-001763		Sxample of Lay title for webIRB Study Application
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<ul> <li>2. Complete the Pl assurances by clicking on the activity: Note: The Pl Assurances must be completed by the Pl and only the Pl.</li> <li>3. Indicate that you agree to the assurances by clicking on each Agree checkbox (a checkmark will appear) and the OK button:</li> <li>S. Indicate that you agree to the assurances by clicking on each Agree checkbox (a checkmark will appear) and the OK button:</li> <li>S. Indicate that you agree to the assurances by clicking on each Agree checkbox (a checkmark will appear) and the OK button:</li> <li>S. Indicate that you agree to the assurance of the assurance of the assurance of the off t</li></ul>
<ul> <li>on each Agree checkbox (a checkmark will appear) and the OK button:</li> <li>I deted http://websttet.rearchudaedu/websttet.</li></ul>
time I will be unavailable to direct this research personally, for example, when on " sabbatic to or other absence, Eliter by person is named as a co-investigator in <b>this</b> application, or I will advise IRB via webIRB or letter in advance of such arrangements.

Steps to