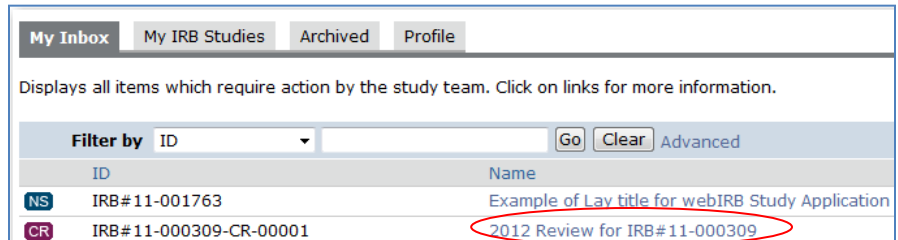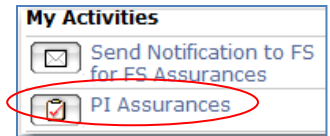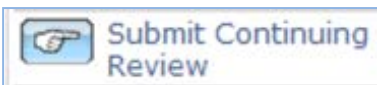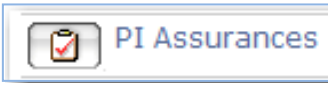## Completing PI Assurances for a [CR Continuing Review or Closure]

Important Notes about Completing PI Assurances for a Continuing Review and Closure (CR)

a) The PI Assurances are required for approval of a Continuing Review or Closure (CR).

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

My Activities
- Send Notification to FS for FS Assurances
- PI Assurances

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

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

Steps for Completing PI Assurances for a Continuing Review and Closure (CR)

1. **Submit the Continuing Review** by clicking on the activity: Note: The study can be submitted only by the PI, PI Proxy, and Faculty Sponsor.	☞ Submit Continuing Review
2. **Complete the PI assurances** by clicking on the activity: Note: The PI Assurances must be completed by the PI (and only the PI).	PI Assurances
3. **Select the applicable assurance(s) for your submission.** Select either the assurances for Continuing Review or Study Closure. Then scroll down and click the **OK** button.	