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).

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:

1. **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.

   ![Example of webIRB email notification]

2. **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.

   ![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.

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