

Completing Faculty Sponsor (FS) Assurances for a New Study

Accessing the Study Workspace

If the PI has a faculty sponsor, his/her assurances must be completed in the Study workspace before the Study can be submitted. There are 2 ways to access the Study workspace to provide the Faculty Sponsor Assurances.

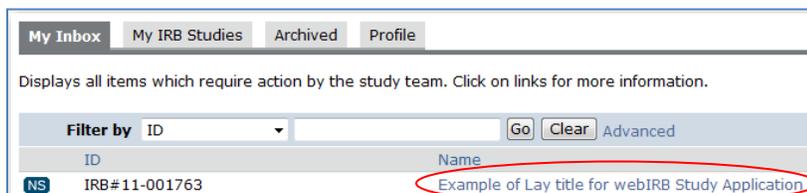
- webIRB Email Notification** - When the PI uses webIRB to request his/her Faculty Sponsor's assurances, the Faculty Sponsor will receive an email notification (see below). **Click on the link in the email notification to go to the study workspace.**

DATE: 2/13/2012 1:08 PM
 TO: [Faculty Sponsor1](#)
 FROM: [Principal Investigator1](#)
 LINK: [PRB#12-000002](#)
 testing changes to Study Smartform

The above-referenced study is ready for review and completion of the Faculty Sponsor Assurances. Please click on the above link to go to the study workspace.

Example of webIRB email notification

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



Example of Inbox

Completing the FS Assurances for a New Study

- Once in the Study workspace, **complete the FS Assurances** by clicking on the activity:



- Indicate that you agree with the assurances** by clicking on the Agree checkbox (a check mark will appear). Then scroll down and click the **OK** button.

