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.

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 (see below). Click on the link in the email notification to go to the study workspace.

   ![Example of webIRB email notification]

   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.

2. 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/](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

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

   ![Example of webIRB Study Application]

2. 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.

   ![Facility Sponsor Assurances]

   By my signature as sponsor on the study 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 understand that as Faculty Sponsor I am responsible for the legal and ethical performance of this study.
   - 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 unanticipated problems related to the protocol to the IRB within the appropriate time frame (2 to 10 working days).
   - I will be unavailable, for example, if am on sabbatical leave or vacation, I will arrange for an alternate facility sponsor to assuming responsibility during my absences, and will advise that IRB in advance via webIRB or letter of such arrangements.