UCLAwebIRB

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.
 DATE: 2/13/2012 1:08 PM

 TO:
 Faculty Sponsor1

 FROM:
 Principal Investigator1

 LINK:
 PRE#12-00002

 LINK:
 PRE#12-00002

 LINK:
 Preferenced 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

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/	
locate the Study in the tab My Inbox tab and	My Inbox
click on the Study Name to go to the Study	Displays all it
workspace	
workspace.	Filter b

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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#1	1-001763		Example of Lay title for webIRB Study Application	

Example of Inbox

 Once in the Study workspace, complete the FS Assurances by clicking on the activity: 	Faculty Sponsor Assurances
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.	 Faculty Sponsor Assurances Assurances - Faculty Sponsor Please provide your assurance by selecting the Agree check box. Then scroll down and click the "OK" button. 1.0 By my signature as sponsor on this research 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 in a mesponsible 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 in writing within the appropriate time fram (2 to 10 working days). If I will be unavailable, for example, if I am on sabbatical leave or vacation, I will arrange for an alternate faculty sponsor to assume responsibility during my absence, and I will advise the IRB in advance via webIRB or letter of such arrangements.