## 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:

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.

## 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.

2. **Complete the PI assurances** by clicking on the activity:  
   **Note:** The PI Assurances must be completed by the PI (and only the PI).

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.