TIP SHEET: Annual Assurances
(Version date: November 12, 2019)

Annual Assurances Replace Annual Continuing Review

The 2018 RCR modifies when continuing review is required. See the following documents for additional explanation:

- UCLA OHRPP webpage: UCLA 2018 Revised Common Rule Implementation
- UCLA OHRPP Guidance: IRB Review Type – Continuing Review

At UCLA, unless an Expedited Reviewer determines otherwise, continuing review of minimal risk research will be replaced with Annual Principal Investigator (“PI”) Assurances.

Annual Assurances are:

- A brief process request issued by the webIRB submission system and are designed to collect the information needed by the University to be able to identify active research projects.
- Applicable to research approved for the first time by Expedited Review procedures and to greater than minimal risk research that has reached certain milestones on or after January 21, 2019; and
- Also required from the Faculty Sponsor (“FS”) for research conducted by student researchers.

As a courtesy, webIRB will send out Annual PI Assurances reminders 90, 60, and 30 days before the anniversary date of the initial approval.

If no response is received by the Principal Investigator, the application will be considered to be abandoned and will be administratively closed. Once administratively closed, All Research Activities Involving Human Subjects Must Stop!

For instructions for completing Annual PI and FS assurances, see:
Quick Guide: Completing Annual Assurances in webIRB

Extended Approvals Also Replaced with Annual Assurances

Effective January 21, 2019, Extended Approvals were replaced with the Annual Assurances.

Extended Approvals issued on or before January 21, 2019 will be effective through the expiration date on the existing Approval Notice.