



## **TIP SHEET: Annual Assurances**

(Version date: February 26, 2021)

### **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.

Annual Assurances are required for all submissions for which continuing review is not required. This includes:

- Studies certified exempt from IRB review
- Studies reviewed after January 21, 2019, using expedited procedures and determine to not require annual continuing review
- Studies where UCLA is relying on another IRB
- Right to Try submissions
- Humanitarian Use Device (HUD) with no research component

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.

See [UCLA OHRPP Guidance: Commensurate Protections for Non-Federally Funded Human Subjects Research](#) for details of three year “extended approvals” granted between June 2013 and January 2019.

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Change history:

2/26/2021: Added information on the studies that require annual assurances.