

# How to Sign Off on a Protocol

- **Principal Investigators**
- Department Chairs
- “Special Routing”
  - IDS Pharmacy
  - Radiology
  - Nursing
- Other authorizations
  - Co-investigators
  - Other departments involved in the research



This is Mary's homepage.  
It is the first screen she sees when she logs in.

In the middle of the screen she sees all her  
"Incomplete Tasks"

Here is where Principal Investigators will find details about studies awaiting sign-off

PI must sign off on submissions before they go to the IRB

Click icon to open

| Incomplete Tasks                    |      | Complete Tasks             | Not Opened Correspondence  | Previously Opened Correspondence   |
|-------------------------------------|------|----------------------------|----------------------------|--|
| 3 result(s) found...                |      |                            |                            |  |
| <input checked="" type="checkbox"/> | Open | Task Type                  | Z<br>A<br>↓<br>Received    | Tasks  |
| <input checked="" type="checkbox"/> |      | Submission Routing Signoff | 02/25/2011<br>09:19 PM EST | <b>Mary Banks, RN, BS, BSN as Principal Investigator review and apply signoff</b><br>Study Title: Another full board protocol<br>Principal Investigator: Mary Banks, RN, BS, BSN<br>Submission Type: Initial Review Submission Form<br>Reference Number: 311435<br>Study Nickname: Testing FB                                      |
| <input type="checkbox"/>            |      | Waiting Submission         | 02/23/2011<br>04:42 PM EST | <b>Internal Study Personnel Changes is waiting to be submitted</b><br>Study Title: The Happy New Year Protocol- Emergency Use amendment 2<br>Principal Investigator: Mary Banks, BS, BSN, RN<br>Submission Type: Internal Study Personnel Changes<br>Reference Number: 311418<br>IRB Number: H-30018<br>IRB Expiration: 02/02/2012 |
| <input type="checkbox"/>            |      | Waiting Submission         | 02/23/2011                 |  |

PI clicks icons below to open and read all the documents related to the protocol BEFORE signing off on the protocol

PI sign-off page

### Submission Signoff Sheet

| Open Type | Document Name   | Version                        | Date Submitted into Workflow              |
|-----------|-----------------|--------------------------------|---|
|           | Submission Form | Initial Review Submission Form | Version 1.0<br>02/25/2011<br>09:19 PM EST |

Submission Attachments below:

|  |             |  |            |
|--|-------------|--|------------|
|  | Application |  | 02/25/2011 |
|  | Sub Form    |  |            |
|  | Sub Form    |  |            |

To sign off on the protocol is a 3 step process for the PI

1. Clicks **Approve** or **Deny**
2. PI enters his/her BU user-name and Kerberos password to authenticate
3. Then clicks "Save Signoff" - this will Submit the protocol

Submission(s):

Mary Banks, RN, BS, BSN as Principal Investigator do you Approve or Deny this submission?

This form requires your electronic signature. Please enter your User ID & Password:

**Approve**  
 **Deny**

User ID:

Password:

