



IRB eProtocol

Dean/Department Chair Authorized Signatory Certification & Pre-Approval

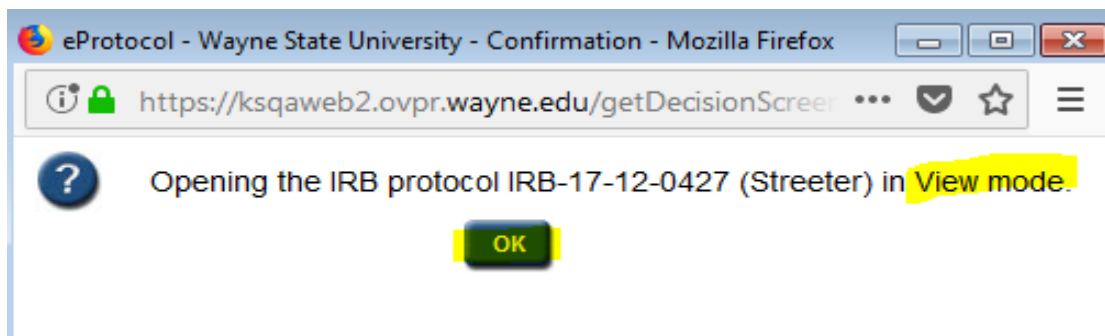
(3 step process)

■ Step 1

The Dean, Chair, or Authorized Signatory must complete their Obligations and Certifications of COI disclosures:

- On the Investigator Login Page, under Dept Certifications, click on the Protocol's ID link and open protocol in "**view**" mode.

Dept Certifications					
Protocol ID	Principal Investigator	Protocol Event	Status/Comments	Panel	Meeting Date
IRB-17-12-0427	Streeter, Lana	Receipt of Dept Certification	Dept Certification		

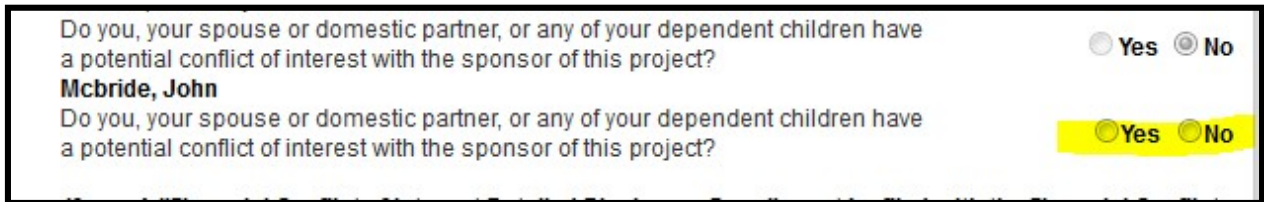


- Click on the Obligations tab on the left menu and read and affirm the Chair's/Dept. Obligations by clicking on the box next to his/her name

<input type="checkbox"/> McBride, John Department Chair has read and agrees to abide by the above obligations. Please click "Check for Completeness" to your left to continue to the next step. If the protocol is complete and ready for submission, please click "Submit Form" to your left to submit your protocol for IRB Review. Date Signed
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Step 2

- Click **Next** at the bottom of that page, or the **COI Disclosure** on the left menu tab to continue and choose YES or No for the COI disclosure statement.



Do you, your spouse or domestic partner, or any of your dependent children have a potential conflict of interest with the sponsor of this project? Yes No

McBride, John

Do you, your spouse or domestic partner, or any of your dependent children have a potential conflict of interest with the sponsor of this project? Yes No

- Click 'Close' at the bottom of this page to close the eProtocol

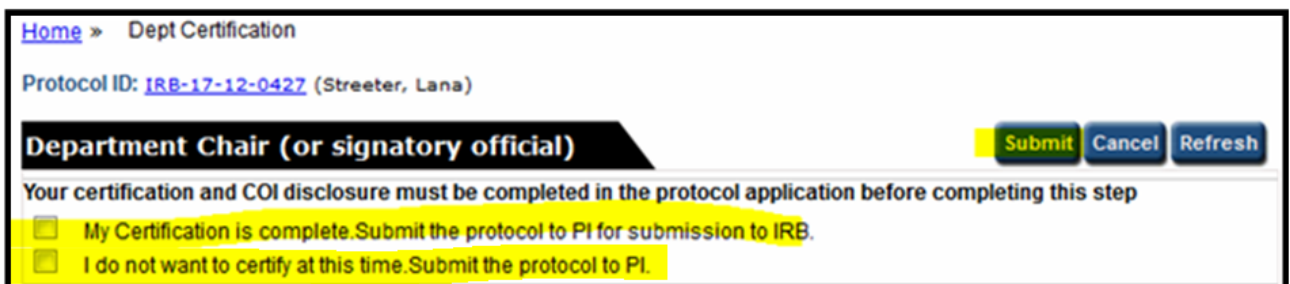
Step 3

Return to the main dashboard click on the **“Protocol Event”** labeled **Receipt of Dept Certification**



Dept Certifications					
Protocol ID	Principal Investigator	Protocol Event	Status/Comments	Panel	Meeting Date
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- A resulting page (pop-up box), will appear click on the box certifying the protocol and then Submit
- If the signatory wishes to request changes, select “I do not want to certify at this time. Submit the protocol to PI” and select Submit. The application will be returned to the PI for editing.
 - The authorized signatory will need to email the request changes directly to the PI.



[Home](#) » Dept Certification

Protocol ID: [IRB-17-12-0427](#) (Streeter, Lana)

Department Chair (or signatory official)

Your certification and COI disclosure must be completed in the protocol application before completing this step

My Certification is complete. Submit the protocol to PI for submission to IRB.

I do not want to certify at this time. Submit the protocol to PI.