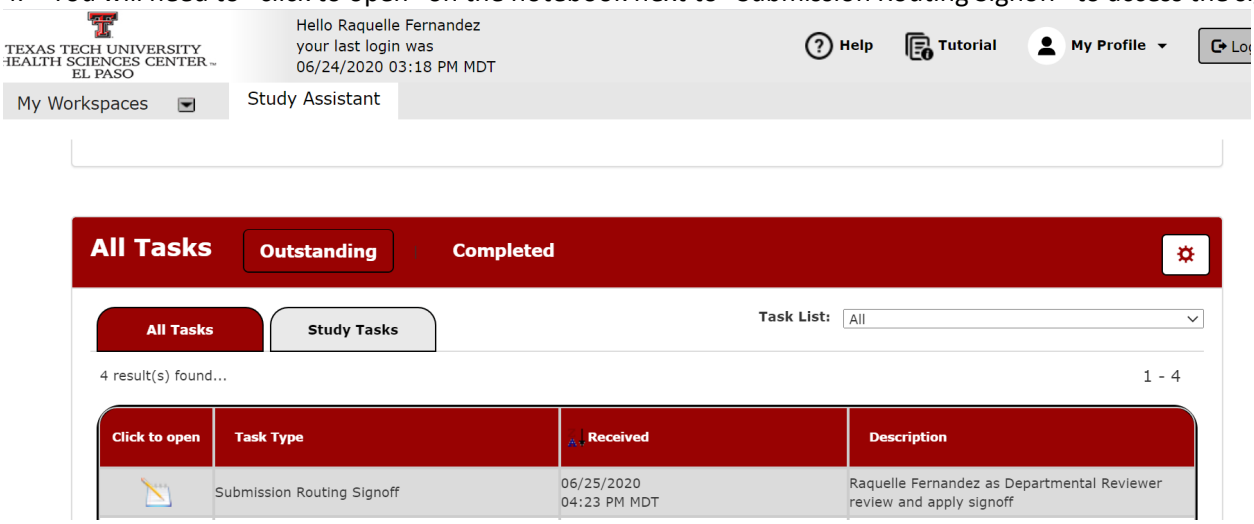
Principal Investigator Sign-Off

As a TTUHSC El Paso principal investigator, you will receive an automatically generated email from iRIS:

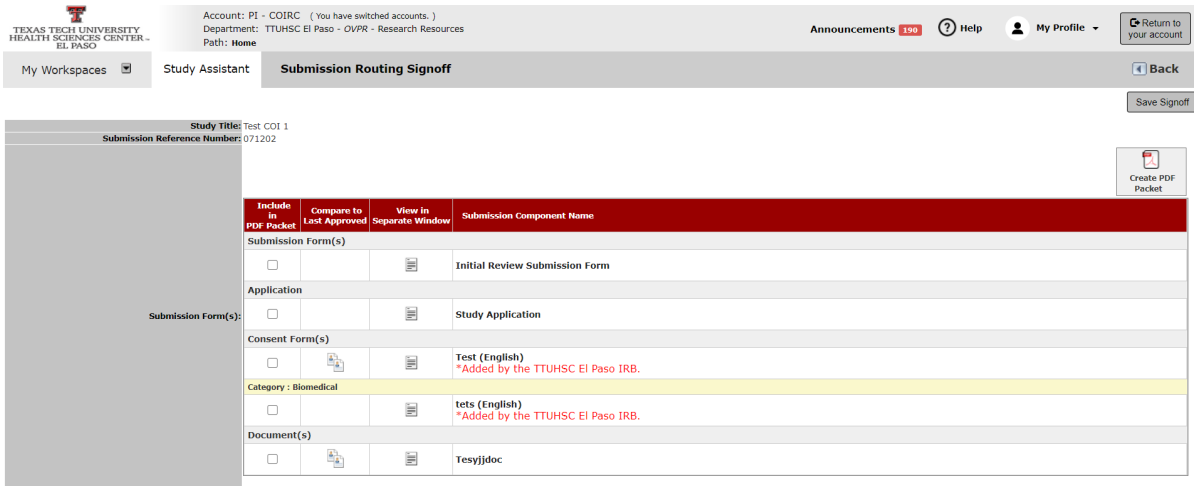
Dear Dr. PI Name:
Submission reference # [%sub_ref_number%] for your study, [%study_title%], has been completed and is waiting for your review and signature. Please log into the iRIS system (https://ttuep.imedris.net) to view and verify the accuracy of the study information. When your review has been completed, please proceed to the sign-off section of the submission to apply your electronic signature to the submission. This submission will automatically be submitted to the signatory authority indicated on your application.

As a principal investigator, you are required to sign off. The IRB requires that the principal investigator sign off prior to the signatory authority.

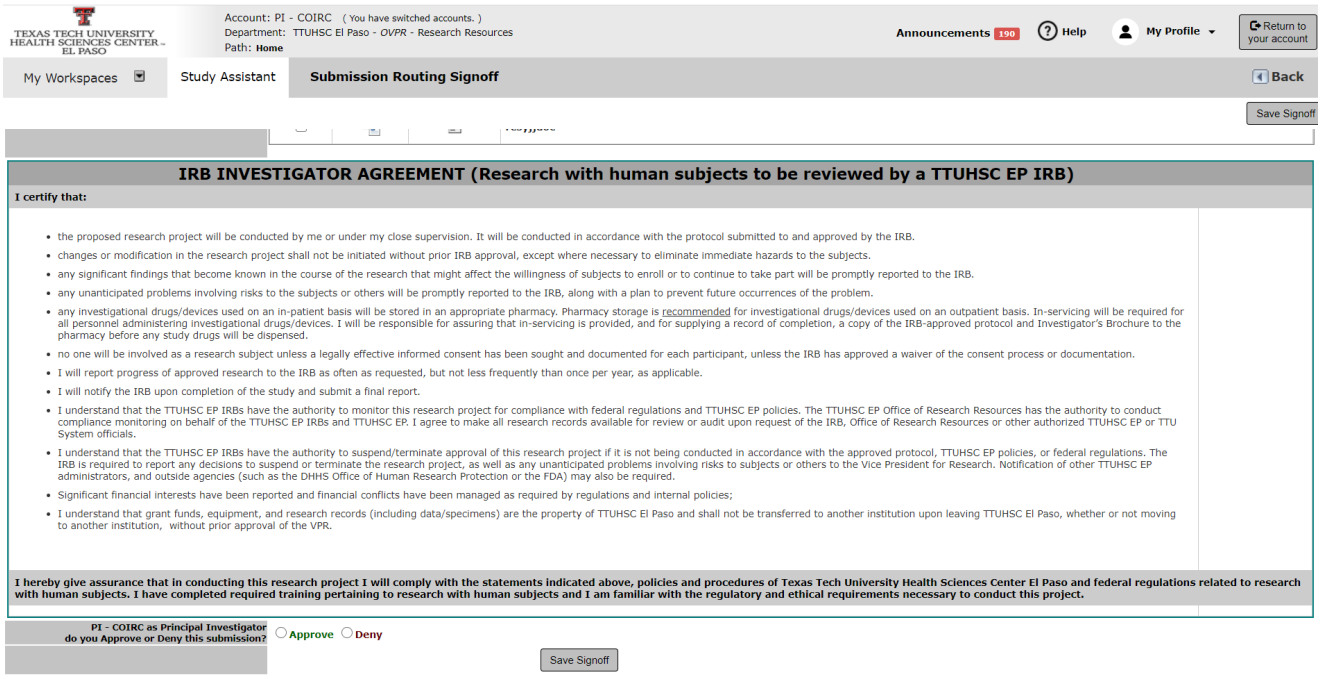
1. You may click on the link provided in the email or go to the research website to log in: http://elpaso.ttuhsc.edu/research/committees/irb/default.aspx. You will log in with your eRaider user name and password.
2. On the main dashboard you will see "Featured Study Operations" and "Tasks" on the right." When you click on "View All Tasks" you will see the section below
3. Find the task that indicates "Submission Routing Signoff"
4. You will need to "click to open" on the notebook next to "Submission Routing Signoff" to access the sign off page.



5. Click the notepad to open.
6. The documents attached to the submission will be available for review on this screen. If you do not see all of the documents attached, the submission is not ready for routing. Please go back through the form to attach them. Do not sign off if this has not been completed. Once you have completed your review and you are ready to approve the submission, proceed to the sign-off.



7. You will need to read the investigator agreement statements. Then, choose “Approve” or “Deny,” and click “Save Sign-Off.”



8. The next screen will be the home screen.
9. Click on “Track Approvals”.
10. Open the Study Dashboard
11. Track Location
12. There will be a diagram indicating where the submission stands, at that time.
13. You can click on the top to go to the main screen for this study or log out if finished.