

## Principal Investigator Sign-Off

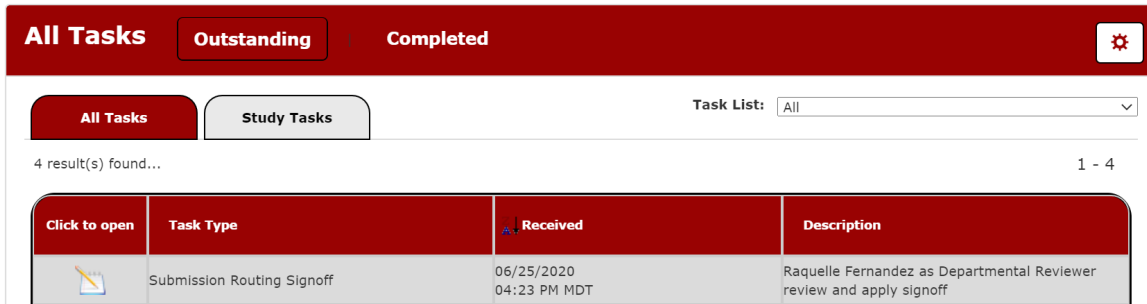
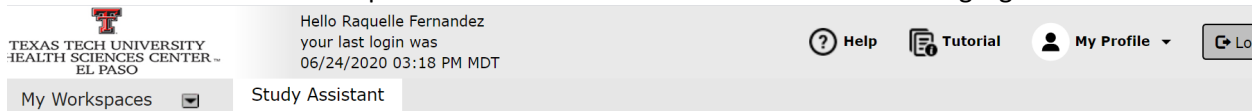
As a TTUHSC El Paso principal investigator, you will receive an automatically generated email from iRIS:


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://el Paso.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 notepad next to “Submission Routing Signoff” to access the sign off page.



Click to open	Task Type	Received	Description
	Submission Routing Signoff	06/25/2020 04:23 PM MDT	Raquelle Fernandez as Departmental Reviewer review and apply signoff

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.

Account: PI - COIRC ( You have switched accounts. )  
 Department: TTUHSC El Paso - OVPR - Research Resources  
 Path: Home

Announcements 190 Help My Profile Return to your account

My Workspaces Study Assistant **Submission Routing Signoff** Back Save Signoff

Study Title: Test COI 1  
 Submission Reference Number: 071202

Create PDF Pocket

Include in PDF Pocket	Compare to Last Approved	View in Separate Window	Submission Component Name
<b>Submission Form(s)</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial Review Submission Form
<b>Application</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Study Application
<b>Consent Form(s)</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test (English) *Added by the TTUHSC El Paso IRB.
<b>Category: Biomedical</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tests (English) *Added by the TTUHSC El Paso IRB.
<b>Document(s)</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tesyjjdoc

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

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**IRB INVESTIGATOR AGREEMENT (Research with human subjects to be reviewed by a TTUHSC EP IRB)**

I certify that:

- the proposed research project will be conducted by me or under my close supervision. It will be conducted in accordance with the protocol submitted to and approved by the IRB.
- changes or modification in the research project shall not be initiated without prior IRB approval, except where necessary to eliminate immediate hazards to the subjects.
- any significant findings that become known in the course of the research that might affect the willingness of subjects to enroll or to continue to take part will be promptly reported to the IRB.
- any unanticipated problems involving risks to the subjects or others will be promptly reported to the IRB, along with a plan to prevent future occurrences of the problem.
- any investigational drugs/devices used on an in-patient basis will be stored in an appropriate pharmacy. Pharmacy storage is recommended for investigational drugs/devices used on an outpatient basis. In-servicing will be required for all personnel administering investigational drugs/devices. I will be responsible for assuring that in-servicing is provided, and for supplying a record of completion, a copy of the IRB-approved protocol and Investigator's Brochure to the pharmacy before any study drugs will be dispensed.
- no one will be involved as a research subject unless a legally effective informed consent has been sought and documented for each participant, unless the IRB has approved a waiver of the consent process or documentation.
- I will report progress of approved research to the IRB as often as requested, but not less frequently than once per year, as applicable.
- I will notify the IRB upon completion of the study and submit a final report.
- I understand that the TTUHSC EP IRBs have the authority to monitor this research project for compliance with federal regulations and TTUHSC EP policies. The TTUHSC EP Office of Research Resources has the authority to conduct compliance monitoring on behalf of the TTUHSC EP IRBs and TTUHSC EP. I agree to make all research records available for review or audit upon request of the IRB, Office of Research Resources or other authorized TTUHSC EP or TTU System officials.
- I understand that the TTUHSC EP IRBs have the authority to suspend/terminate approval of this research project if it is not being conducted in accordance with the approved protocol, TTUHSC EP policies, or federal regulations. The IRB is required to report any decisions to suspend or terminate the research project, as well as any unanticipated problems involving risks to subjects or others to the Vice President for Research. Notification of other TTUHSC EP administrators, and outside agencies (such as the DHHS Office of Human Research Protection or the FDA) may also be required.
- Significant financial interests have been reported and financial conflicts have been managed as required by regulations and internal policies;
- I understand that grant funds, equipment, and research records (including data/specimens) are the property of TTUHSC El Paso and shall not be transferred to another institution upon leaving TTUHSC El Paso, whether or not moving to another institution, without prior approval of the VPR.

I hereby give assurance that in conducting this research project I will comply with the statements indicated above, policies and procedures of Texas Tech University Health Sciences Center El Paso and federal regulations related to research with human subjects. I have completed required training pertaining to research with human subjects and I am familiar with the regulatory and ethical requirements necessary to conduct this project.

PI - COIRC as Principal Investigator do you Approve or Deny this submission?  Approve  Deny

Save Signoff

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