

Signatory Authority/Department Chairperson Signoff

As a TTUHSC El Paso signatory authority/department chairperson, you will receive an automatically generated email from iRIS:

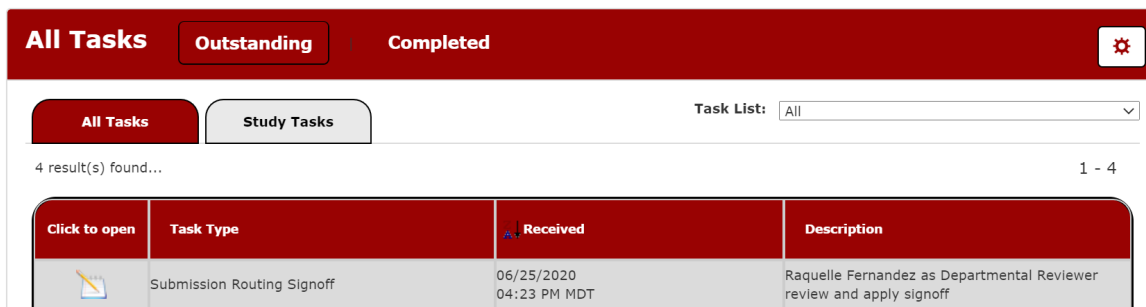
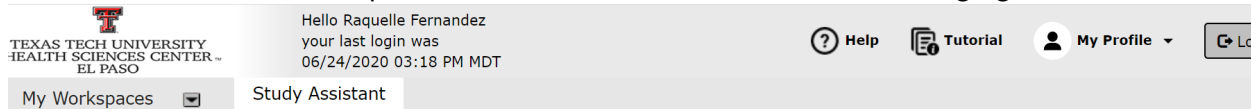
"Dear [%signatory_authority_name%]:


[%pi_name2%] is submitting a study titled [%study_title%] to the IRB for review. Before this submission can be forwarded to the IRB, the IRB requires a department chair or other designated institutional official to verify that the investigator's department has the resources to conduct this study and that the investigator is competent. You have been designated by the principal investigator to make this determination.

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 application to apply your electronic signature. This submission will automatically be submitted to the IRB for review.


If you decide that you are unable to attest to everything as written or that changes need to be made, you should deny the submission. You will be able to provide comments for feedback."




1. Log into iRIS.
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.






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. You will be taken directly to the submission sign-off sheet. The sign-off page will display the study title, principal investigator, type of submission waiting for your review, and the date that this submission was posted to your account.
6. At the top, you will see the forms that are being submitted as part of the request for initial review. Click on the title of the submission form to review each document. Once reviewed, and approved, scroll down. If you do not see all of the documents attached, the submission is not ready for routing. 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: PF - COIRC (You have switched accounts.)
 Department: TTUHSC El Paso - OVPR - Research Resources
 Path: Home

Announcements 150  Help  My Profile  Return to your account


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




Save Signoff  Create PDF Packet



Study Title: Test COI 1
 Submission Reference Number: 071202

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

7. You will need to read each of the statements then select “Approve” or “Deny,” and click “Save Signoff.”


 Account: Raquelle Fernandez
 Department: TTUHSC El Paso - OVPR - Research Resources
 Path: Home

 Help  My Profile  Log out

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

Save Signoff

- an adequate number of qualified staff are available;
- adequate facilities to conduct the research will be provided;
- access to a population that will allow recruitment of the necessary number of participants is available;
- resources that participants may need as a part of the research (includes medical or psychosocial resources) are available;
- 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 the Principal Investigator/Project Director (PI/PD) leaving TTUHSC El Paso, whether or not moving to another institution, without prior approval of the VPR.

I understand that by reviewing this proposal and attesting to each of the statements above, I am providing critical information to assist in the evaluation of the protection of the research participants. I will not forward this project for further review by the IRB if I am not confident that each statement above is true.

Raquelle Fernandez as Departmental Reviewer
 do you Approve or Deny this submission? Approve Deny

Save Signoff

View Other Comments:
 Raquelle Fernandez Principal Investigator **Approved**
 Comments:

8. You will then be directed back to your home page where you can log out.