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](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.

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

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