

IRB Submission and Review – Electronic Signatures

- New submission form
 - If you are a Mac user, be sure to open/save the form in Adobe, not in Preview!

B BERRY COLLEGE Office of Research and Sponsored Programs

Request for Approval of Research Involving Human Participants

*Please download and open in Adobe to complete and save this form

Title of Project

Beginning Date: Ending Date:

Type of Review Requested: Administrative Expedited Full-board

Is external funding being sought? Yes No Potential supporting agency:

Is internal funding being sought? Yes No Internal grant sought:

IRB Submission and Review – Electronic Signatures

- Electronic signatures are encrypted and password-protected to ensure that the signature is valid and legitimate.
- Creating a digital signature:
 - Open the form, then click on the signature box you need to sign

been provided a copy of the entire current version of the research protocol.

I will not enroll any individual into this research study until I have received approval of this application from the IRB.

I will respond promptly to all requests for information or materials solicited by the IRB.

I will maintain adequate, current, and accurate records of research data.

Principal Investigator Signature:

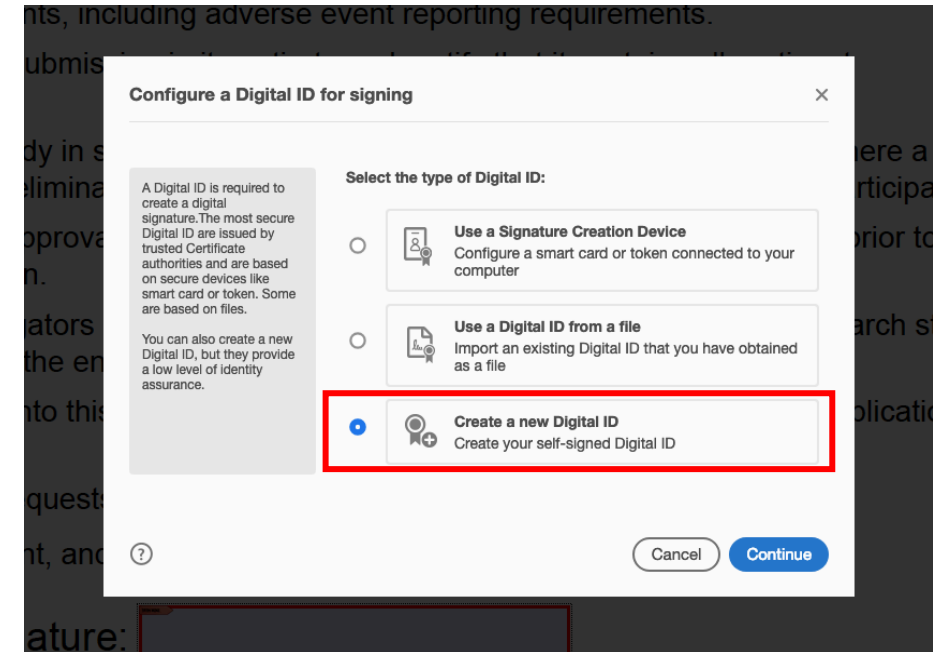
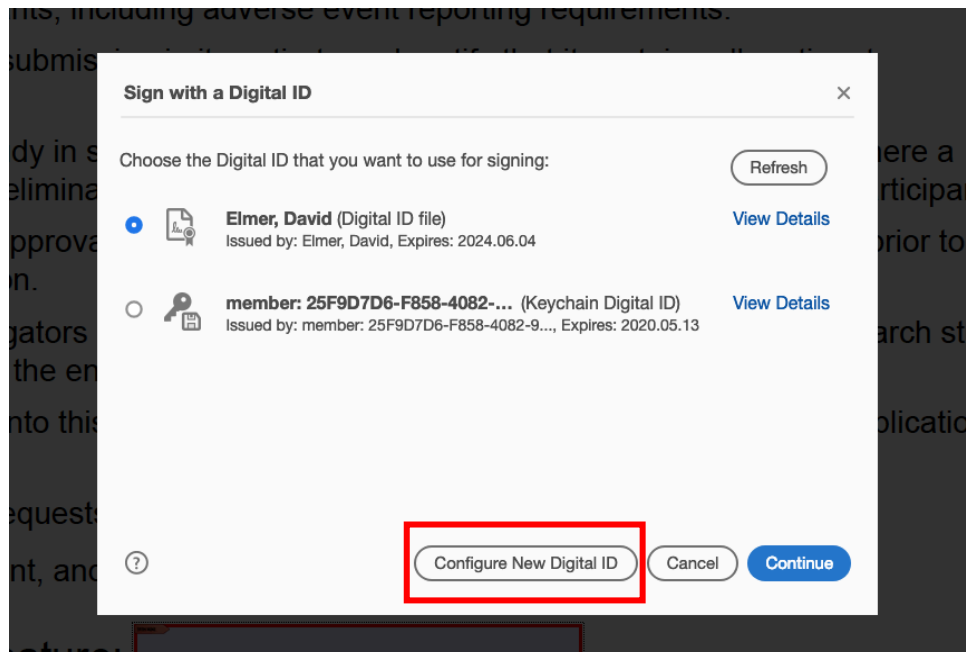
Unsigned signature field (Click to sign)

Faculty Sponsor/Mentor Assurance:

I certify that the Principal Investigator named above will conduct this research under my supervision and guidance. I further certify that I will assume final responsibility for the conduct of this protocol in accordance with all Berry College

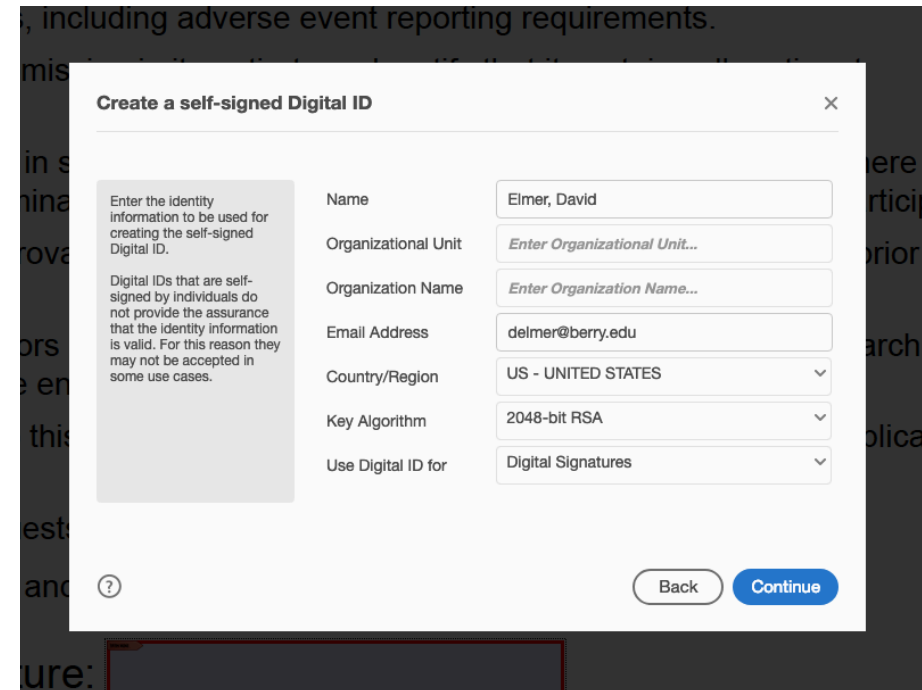
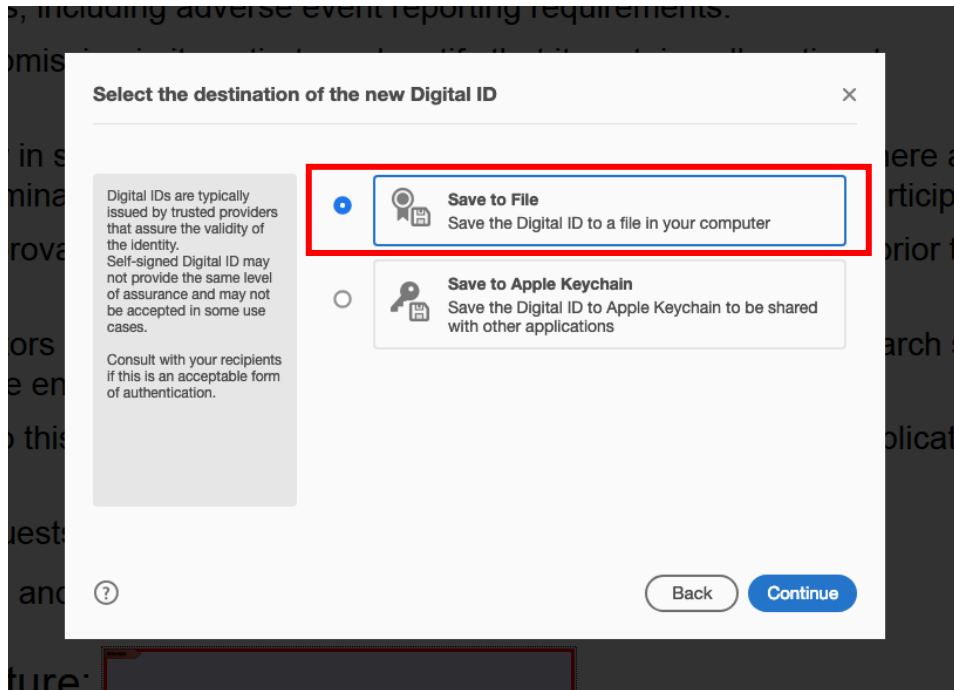
IRB Submission and Review – Electronic Signatures

- Configure New Digital ID, then Create a new Digital ID



IRB Submission and Review – Electronic Signatures

- Save to File, then enter your pertinent information



IRB Submission and Review – Electronic Signatures

- Create a password, which you will need to enter each time you electronically sign a PDF Form in order to apply your signature.

Save the self-signed Digital ID to a file [X]

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

Apply a password to protect the Digital ID:

Confirm the password:

IRB Submission and Review – Electronic Signatures

- To sign the PDF Form, enter your password and click "Sign"

Sign as "Elmer, David" [Close]

Appearance: Standard Text [Create]

**Elmer,
David** Digitally signed by Elmer, David
Date: 2019.06.06 16:18:29 -04'00'

[View Certificate Details](#)

Review document content that may affect signing [Review]

[Enter the Digital ID PIN or Password...] [Back] [Sign]

This screenshot shows a digital signature window. At the top, it says "Sign as 'Elmer, David'" with a close button. Below that is an "Appearance" dropdown set to "Standard Text" and a "Create" button. The main area displays the name "Elmer, David" in a large font, followed by "Digitally signed by Elmer, David" and the date and time "Date: 2019.06.06 16:18:29 -04'00'". There is a "View Certificate Details" link. Below this is a "Review document content that may affect signing" section with a "Review" button. At the bottom, there is a text input field with the placeholder "[Enter the Digital ID PIN or Password...]", a "Back" button, and a "Sign" button. Two red arrows point to the "Sign" button and the input field.

I will request and obtain IRB approval of any proposed modification to the research protocol prior to implementing such modification.

I will ensure that all co-investigators and other personnel assisting in the conduct of this research study have been provided a copy of the entire current version of the research protocol.

I will not enroll any individual into this research study until I have received approval of this application from the IRB.

I will respond promptly to all requests for information or materials solicited by the IRB.

I will maintain adequate, current, and accurate records of research data.



Principal Investigator signature: Elmer, David Digitally signed by Elmer, David
Date: 2019.06.06 16:19:04
-04'00'

Faculty/Staff/Student/Manager/Assistant

This screenshot shows a checklist of five items, each with a checked box. The items are: 1. I will request and obtain IRB approval of any proposed modification to the research protocol prior to implementing such modification. 2. I will ensure that all co-investigators and other personnel assisting in the conduct of this research study have been provided a copy of the entire current version of the research protocol. 3. I will not enroll any individual into this research study until I have received approval of this application from the IRB. 4. I will respond promptly to all requests for information or materials solicited by the IRB. 5. I will maintain adequate, current, and accurate records of research data. Below the checklist is a line for the "Principal Investigator signature: Elmer, David" with a small digital signature stamp. Below that is a horizontal line and the text "Faculty/Staff/Student/Manager/Assistant".

IRB Submission and Review – Electronic Signatures

- You/the IRB committee can check whether the document has changed after the signatures are added:

✓   **Rev. 2: Signed by McDowell, Jackie <jmcdowell@berry.edu>**

Signature validity is unknown:

- Document has not been modified since this signature was applied
- Signer's identity is unknown because it has not been included in your list of trusted certificates and none of its parent certificates are trusted certificates
- Signing time is from the clock on the signer's computer.

> Signature Details

Last Checked: 2019.08.16 15:43:43 -04'00'

Field: Dean Signature on page 8

[Click to view this version](#)

IRB Submission and Review – Electronic Signatures

- Each time a PDF Form is signed, it must be re-saved with the new signature
 - As Department Chairs and Deans sign the document, they may want to slightly alter the file name to indicate that it is a signed version
- Please include the Principal Investigator's last name and a brief title in the file name of the form
 - e.g.: Elmer_Comparing Interval Training Protocols