

IRBNet Instructions for Central Michigan University

www.irbnet.org

VI. Obtain necessary electronic signatures:

Once you are done uploading all your documents and have given access (shared) your submission with all relevant individuals, be sure to sign your study, and make sure your advisor (if applicable) also electronically signs your study. **Advisors should only sign when your documents are finalized for submission, i.e., just before you are ready to submit the application.**

For new and continuing studies

- You will need to provide electronic signatures from the PRINCIPAL INVESTIGATOR and faculty advisor before you submit the application.
- All co-investigator e-signatures will need to be present before the study will be approved by CMU's IRB. Signatures can be added to a study even if the individual in question had 'read-only' access, and even if the study is in 'locked' status.

For any interim submission (protocol changes, annual updates, adverse events, etc.)

- The PRINCIPAL INVESTIGATOR and faculty advisor must provide electronic signature before the study is submitted to CMU's IRB.