### Salus IRB IRBManager User Guides

PI Signature of xForms

# Salus IRB

### PI Signature for a non-PI Submitted xForm

Many of Salus' xForms require PI review and signature prior to final submission to Salus for review. This is to ensure that the PI is aware and approves of all changes made to their study/site.

Contacts other than the PI may create an xForm, but it will be sent to the PI for review and signature prior to final submission to Salus. PIs will receive an email notification that the form is ready for their review, and can access the form via their IRBManager Dashboard.

This step can only be completed by the PI or PM (depending on the level and type of submission)

### Accessing the xForm via Email

1. Open the email sent from IRBManager and click on the xForm hyperlink

| Modification of Approved Research Requires Your Review and Signature 24827 $$ $$ $$ $$ Index  | ×                        |   |    | æ | Ø  |
|---|--------------------------|---|----|---|----|
| IRBManager on behalf of IRB Administration <no-reply@salusirb.my.irbmanager.com><br/>to me 👻</no-reply@salusirb.my.irbmanager.com>  | 3:24 PM (35 minutes ago) | ☆ | :) | ¢ | :  |
| Study Title: (RainbowBlue01) test<br>Principal Investigator: 24827<br>Main Site: 24827-Site 3<br>Protocol Number:<br>IRB Number: 24827  |                          |   |    |   |    |
| Dear Jane Doe (lest),<br>Emily Wilson has completed the Modification of Approved Research form requesting IRB approval of the above study modification. As the sponsor contact on this study, your sign off is require<br>IRB review. Please review the information provided in the application. At the bottom of the page, you will click 'next' and be asked to sign the form. After signing, submit the form on the next pa<br>To access the form directly, click here: Modification of Approved Research<br>Thank you for choosing Salus IRB. If you need any assistance, please let us know. |                          |   |    |   | to |

### Accessing the xForm via IRBManager Dashboard

- 1. From your IRBManager Dashboard, select the "xForms" tab.
- 2. Select "Awaiting Your Attention" and select the form you wish to review

| ome<br>Studies                          |                            |                                     |
|---|----------------------------|-------------------------------------|
| Studies                                 | 2<br>xFor                  | 20                                  |
| Click here to start a New Study Applica | tion Start Other xForm Exp | port to Excel                       |
| 1 Awaiting Your Attention               | 10 Unsubmitted 9           | Being Processed At A<br>Later Stage |
| Modification of Approved Re             | search                     |                                     |
| PM Review and Approval                  |                            |                                     |
| 24827-Site 3<br>Jane Doe (test)         |                            |                                     |

## Salus IRB

#### Signing and submitting the xForm

- 1. Review the form for correctness and click [Next]
- 2. Depending on the form type, you might need to answer a few questions
- 3. Enter your IRBManager password in the box to electronically sign the form and click [Next].

| To sign, enter password for @gmail.com                       |             |
|--|-------------|
| <u></u>  |             |
|  |             |
| Form Submission Instructions                                 |             |
| To submit this form to Salus IRB, click "next" below and the | n "submit". |

#### 4. Click [Submit]

| Form Compl  | leted          |       |        |  |  |  |  |
|---|----------------|-------|--------|--|--|--|--|
| You've completed the form. You can now either save the form for later revision, or submit it. |                |       |        |  |  |  |  |
| Go Back   | Save for Later | Print | Submit |  |  |  |  |