

Salus IRB

IRBManager User Guides

PI Signature of xForms

PI Signature for a non-PI Submitted xForm

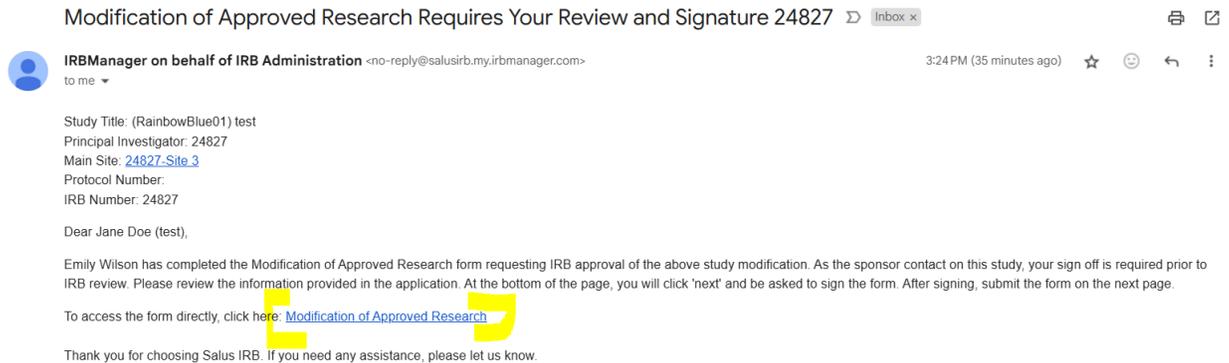
Many of Salus' xForms require PI review and signature prior to final submission to Salus for review. This is to ensure that the PI is aware and approves of all changes made to their study/site.

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)

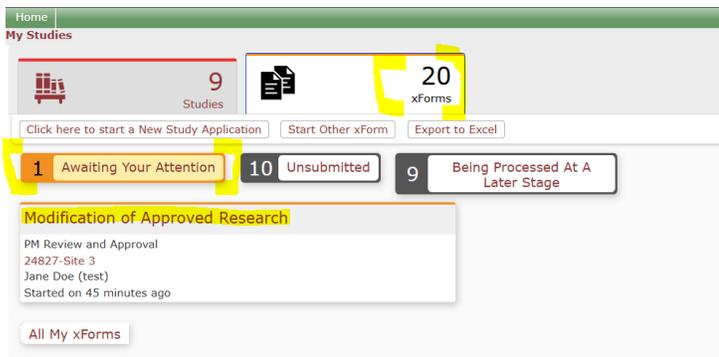
Accessing the xForm via Email

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



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



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].

By entering your signature, you are attesting the form to be complete and accurate to the best of your knowledge.

(Required)

To sign, enter password for [redacted]@gmail.com

Form Submission Instructions

To submit this form to Salus IRB, click "next" below and then "submit".

4. Click [Submit]

Form Completed

You've completed the form. You can now either save the form for later revision, or submit it.