

Signing-off on a research ethics application as the departmental signatory


This quick guide describes basic navigation for departmental **signatories (chair, director, dean or their designate)** to sign-off an online research ethics application for a researcher (faculty member, student).

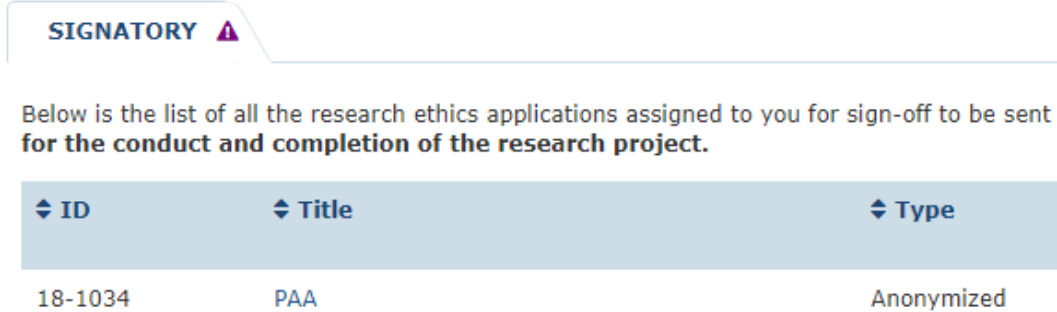
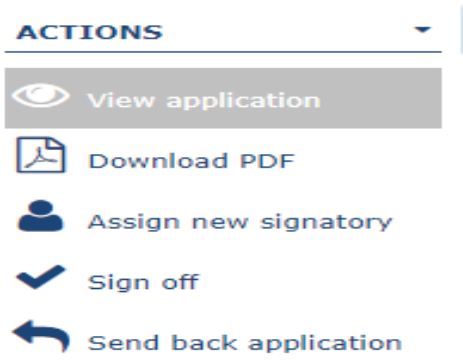
- Sign-off a new application
- Sign-off an amendment request for amendments to an approved application


Once signed off, the application is automatically received at Research Ethics.

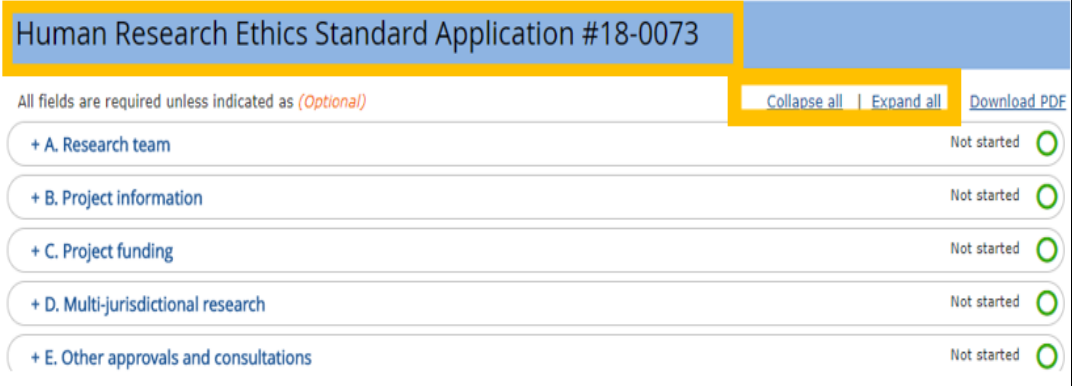

VPN Requirements:


*If you are accessing RAIS off-campus make sure that your device is connected to **Virtual Private Network (VPN)**. Otherwise, you will be taken to a white screen with an error message.*

#	Instructions	Screenshot
1	<p>Click on the big blue button located in the right hand corner of the RAIS Support and Human Research Ethics web pages.</p> <p>Log-in to RAIS with your Netlink ID and password</p>	

#	Instructions	Screenshot						
2	<p>NEW APPLICATIONS and AMENDMENTS TO APPROVED APPLICATIONS</p> <p>On your RAIS homepage, the applications requiring your approval will be listed under the Signatory tab.</p> <p>TIP: The purple triangle indicates there may be an application requiring your attention.</p> <p>TIP: Clicking anywhere on the home row will take you to that application's project page.</p>	 <p>SIGNATORY ▲</p> <p>Below is the list of all the research ethics applications assigned to you for sign-off to be sent for the conduct and completion of the research project.</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Title</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>18-1034</td> <td>PAA</td> <td>Anonymized</td> </tr> </tbody> </table>	ID	Title	Type	18-1034	PAA	Anonymized
ID	Title	Type						
18-1034	PAA	Anonymized						
3	<p>NEW APPLICATIONS</p> <p>As a Signatory you can complete any of the following actions:</p> <ul style="list-style-type: none"> • View application • Download PDF • Assign new signatory • Sign-off • Send back application 	 <p>ACTIONS</p> <ul style="list-style-type: none"> View application Download PDF Assign new signatory Sign off Send back application 						

#	Instructions	Screenshot								
4	<p>AMENDMENTS TO APPROVED APPLICATIONS</p> <p>Go to the Post-Approval Activity (PAA) tab to access actions available for the amendment request.</p> <ul style="list-style-type: none"> • <i>View application</i> • <i>Download PDF</i> • <i>Assign new signatory</i> • <i>Sign-off</i> • <i>Send back application</i> <p>NOTE: Actions on the left side of project home page apply to the most recently approved applications, not the most recently submitted amendment.</p>	 <p>The screenshot shows the 'POST-APPROVAL ACTIVITY (PAA)' tab selected. Below the tab is a table with the following data:</p> <table border="1"> <thead> <tr> <th>ID</th> <th>PAA type</th> <th>PAA status</th> <th>Last status change</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Amendment</td> <td>Submitted for sign-off</td> <td>Dec 10, 2018, 2</td> </tr> </tbody> </table> <p>Below the table is a row of action buttons: View/Edit, Download PDF, Assign new signatory, Sign off, Send back application, and Action required. Each button has a corresponding icon below it: an eye for View/Edit, a document for Download PDF, a person for Assign new signatory, a checkmark for Sign off, a curved arrow for Send back application, and a warning triangle for Action required.</p>	ID	PAA type	PAA status	Last status change	01	Amendment	Submitted for sign-off	Dec 10, 2018, 2
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01	Amendment	Submitted for sign-off	Dec 10, 2018, 2							

#	Instructions	Screenshot
4	<p>NEW APPLICATIONS and AMENDMENTS TO APPROVED APPLICATIONS</p> <p>Select View application to return to the application screen.</p> <p>TIP: The application form has multiple sections, which expand or collapse as needed.</p>	
6	<p>If you have a Conflict of Interest, or are not the correct person to approve the application, select Assign new signatory.</p> <p>TIP: Start typing the name of the new signatory to select from the drop down list.</p> <p>Click OK to reassign the application to the new signatory.</p>	

#	Instructions	Screenshot
7	<p>Select Send back application if additional clarification or information is needed.</p> <p>TIP: This function can also be used if you are not the correct signatory.</p> <p>Note: Comments can be viewed by the PI and any team member with View and edit access.</p> <p>Click OK to return the application to the PI.</p>	
8	<p>Select Sign off to submit this application to Research Ethics for ethics review and approval.</p> <p>Click OK.</p>	