

Submitting to the Main Line Hospitals Institutional Review Board



Principal Investigator Sign-Off

Often research coordinators or other study staff are asked to submit a new IRB application on behalf of the PI. **The PI is required to Approve and Sign the submission before it is reviewed by the IRB.** Once you, as study author, sign and submit the study application, the PI will be assigned a task.

The screenshot shows the 'All Tasks' section with tabs for 'Outstanding' and 'Completed'. A table lists tasks, with one task highlighted: 'Submission Routing Signoff' with a 'Received' status and a description 'Derek Bowden as Principal Investigator review and apply signoff'. A red arrow points to the 'Click to open' icon for this task.

The PI simply logs into system, scrolls to “**All Tasks**” and clicks on “**Submission Routing Signoff**.”

They are taken to the approval screen, listing all study documents in packet. After approving, signing, and submitting, this task goes away.

The screenshot shows the approval screen for a submission. It includes fields for 'Study Title' and 'Submission Reference Number'. A table lists documents to be included in the PDI packet, with '1.38.19 Agenda' selected. Below the table, there are radio buttons for 'Approve' and 'Deny', and fields for 'User ID' and 'Password'. A red arrow points to the '1.38.19 Agenda' document, and another red arrow points to the 'Save Sign' button.