Signatory Authority/Department Chairperson Signoff

As a TTUHSC El Paso signatory authority/department chairperson, you will receive an automatically generated email from iRIS:

“Dear [%signatory_authority_name%]:

[%pi_name2%] is submitting a study titled [%study_title%] to the IRB for review. Before this submission can be forwarded to the IRB, the IRB requires a department chair or other designated institutional official to verify that the investigator’s department has the resources to conduct this study and that the investigator is competent. You have been designated by the principal investigator to make this determination.

Please log into the iRIS system (https://ttuep.imedris.net) to view and verify the accuracy of the study information. When your review has been completed, please proceed to the sign-off section of the application to apply your electronic signature. This submission will automatically be submitted to the IRB for review.

If you decide that you are unable to attest to everything as written or that changes need to be made, you should deny the submission. You will be able to provide comments for feedback.”

As the TTUHSC El Paso signatory authority/department chairperson, you are attesting to the following:

1. The project is based on sound scientific principles and the study design is adequate to address the proposed research question(s).

2. The project’s goals are consistent with TTUHSC El Paso’s research mission.

3. The principal investigator is qualified to conduct this research project.

4. There is adequate time for the researchers to conduct and complete the research.

5. An adequate number of qualified staff—who have been specifically named in the application—are available to assist with the conduct of this research project.

6. There are adequate facilities available for the conduct of the research project.

7. The principal investigator has access to a population that will allow recruitment of the necessary number of participants.

8. Resources that participants may need as part of the research (includes medical or psychosocial resources) are available.

9. Research records (including data/specimens) are the property of TTUHSC El Paso and shall not be transferred to another entity without prior approval of the Vice President for Research.

I understand that by reviewing this proposal and attesting to each of the statements above, I am providing critical information to assist in the evaluation of the protection of the research participants. I will not forward this project for further review by the IRB if I am not confident that each statement above is true.
You may click on the link provided in the email or go to the research website to log in: http://elpaso.ttuhs.edu/research/committees/irb/default.aspx. You will log in with your eRaider user name and password.

Once you log in, you will see a notification for any submissions waiting for your review and approval.

Your home screen will look similar to this and you will need to click on the green arrow next to “Submission Routing Signoff” to expand the view.

The expanded view will display the study title, principal investigator, type of submission waiting for your review, and the date that this submission was posted to your account.

In the expanded view, click the plus sign next to the task to see the details which indicate that you are listed as signatory authority for review and sign-off, the study title, principal investigator, type of submission, and the date and time that this submission was posted to your account.

To open the task, click on the open icon on the left of the task you wish to open. You will be taken directly to the submission sign-off sheet.

At the top, you will see the forms that are being submitted as part of the request for initial review. Click on the title of the submission form to review each document.

Once you have completed your review of the documents and are ready to approve the submission, proceed to the sign-off. You will need to read each of the statements then select “Approve” or “Deny,” enter your user ID and password (eRaider), and click “Save Signoff.”
You will then be directed back to your home page where you can log out.