



Modify Signature Routing After Submission

13 Steps [View most recent version on Tango](#) 

Created by
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Creation Date
March 20, 2023

Last Updated
March 20, 2023

STEP 1

From the homepage, navigate to Studies Submission Status - In Progress

03-20-2023 09:44
(You are working under someone else's account.)

My Workspaces
Study

	Submission Response	03/07/2023 03:33:38 PM EST	Pending - Submitted for Initial Review	An Open-Label Rollover Extension Phase 2 Clinical Trial To Evaluate The Long-Term Safety And Efficacy Of US-APR2020 In Subjects With CKD IV Completing The US-APR2020-01 Study		
				KIBOW OL	Zhang, Jingjing	IRB

1 result(s) found...

Studies Submission Status - In Progress

9 result(s) found...

Click to open Study Dashboard	Reference Number	Review Board	RB Number	Form Name	Study Title	Form
					Study Alias	
	006132	IRB	iRISID-2023-1709	Initial Review Submission Packet	Metanalysis and systematic review of fa	
	006105	IRB	iRISID-2023-1536	Initial Review Submission Packet	Metanalysis and systematic review of facial reanimation outcomes	Sapani
					Hypnotic usage to improve adherence a	
					HYPNOTIC	Coughl






STEP 2

Locate the study you need to modify signature routing for.

	006132	IRB	iRISID-2023-1709	Initial Review Submission Packet	Metanalysis of facial re
	006105	IRB	iRISID-2023-1536	Initial Review Submission Packet	Hypnotic u
	005912	IRB	iRISID-2023-1619	Initial Review Submission Packet	HYPNOTIC
	005830	IRB	21D.600	Continuing Review or Final Report (formerly OHR-9)	Impact of
	005502	IRB	iRISID-2023-1542	Initial Review Submission Packet	NAVDXIMA
					Nasal Outc
					The NOSE
					Evaluating
					DISEBIS




STEP 3

Expand the steps.

	03/17/2023 11:00:00 AM EDT	 Steps	Open Steps to Complete
in insomniacs with obstructive sleep apnea being treated wit...			
	03/13/2023 03:16:50 PM EDT	 Steps	
f Viral-HPV DNA Testing on Post-Treatment Imaging Surveill...			
	03/06/2023 01:40:24 PM EST	 Ste	Incomplete Tasks Open Steps to Complete
asal Pituitary Surgery The NOSE Trial			
	03/02/2023 03:42:18 PM EST	 Steps	
ndex on Drug Induced Sleep Endoscopy for OSA			
	02/21/2023 01:08:51		

STEP 4

Expand the Pre-Submission details.

Task Status Task Action/Details Task Name				
	Pre-Submission			
	005830	IRB	21D.600	C R
	005502	IRB	iRISID-2023-1542	I n

STEP 5

Click on Modify Signoff Routing List



Task Status	Task Action/Details	Task Name
Pre-Submission		
Completed		Initial Review Submission Packet is waiting for
Received	Modify Signoff Routing List	Assign Department Personnel for Signoff
Completed	View Signoff	Lauren Sapanara as Regulatory Coordinator signoff
Completed	View Signoff	Christopher Fundakowski, MD as Principal and apply signoff
Completed	View Signoff	Adam Dicker as Department Administrator signoff
Received	Pending Signoff	Daniel Jenkins as Department Administrator

STEP 6

Click on Go back to Make changes

finalized Personnel for review and signoff? ☒ Yes ☐ No

[Cancel - Finalize later](#) [Go back to Make changes](#) [Save - Start Signoff Routing](#)

Final (2-9)	Nasal Outcomes Using Saline Irrigations After Endonasal Pituitary Surgery The NOSE Trial			
	The NOSE Trial	Sapanara, Lauren	03/02/2023 03:42:18 PM EST	 Steps
Submission	Evaluating Effects of Sedation Level with Bispectral Index on Drug Induced Sleep Endoscopy for OSA			
	DISEBIS	Sapanara, Lauren	02/21/2023 01:08:51 PM EST	 Steps

STEP 7

Uncheck personnel who should not be included in signoff.

Task Status

Task Action/Details

Pre-Submission

Completed

Received

Completed

Modify Signoff Routing

View Signoff

Select the Key Personnel for Submission

Include in signoff	Approved	Name
	Yes	Adam Dicker
<input checked="" type="checkbox"/>		Daniel Jenkins
	Yes	David Cognetti
	Yes	Joanne Gauthier
<input checked="" type="checkbox"/>		Pamela Frazier
<input checked="" type="checkbox"/>		Scott Herbert

Select Additional Personnel for Submission

Task Status

Task Action/Details

Pre-Submission

Completed

Received

Completed

Modify Signoff Routing

View Signoff

Select the Key Personnel for Submission

Include in signoff	Approved	Name
	Yes	Adam Dicker
<input checked="" type="checkbox"/>		Daniel Jenkins
	Yes	David Cognetti
	Yes	Joanne Gauthier
<input checked="" type="checkbox"/>		Pamela Frazier
<input checked="" type="checkbox"/>		Scott Herbert

Select Additional Personnel for Submission

STEP 8

Add Additional Personnel to the Routing List

Role

Department Administrator

Department Administrator

Department Administrator

Department Administrator

Department Administrator

Department Administrator

Routing and Signoff:

Add Additional Personnel to the Routing List

Role

Signoff routing list.

13 Day(s) 19 Hour(s) 21 Minu

Day Hour Minute

0 0 0

Day Hour Minutes

0 1 10

Day Hour Minutes

0 1 11

Days Hours Minutes

8 23 16

Day Hour Minutes

0 1 17

Days Hours Minutes

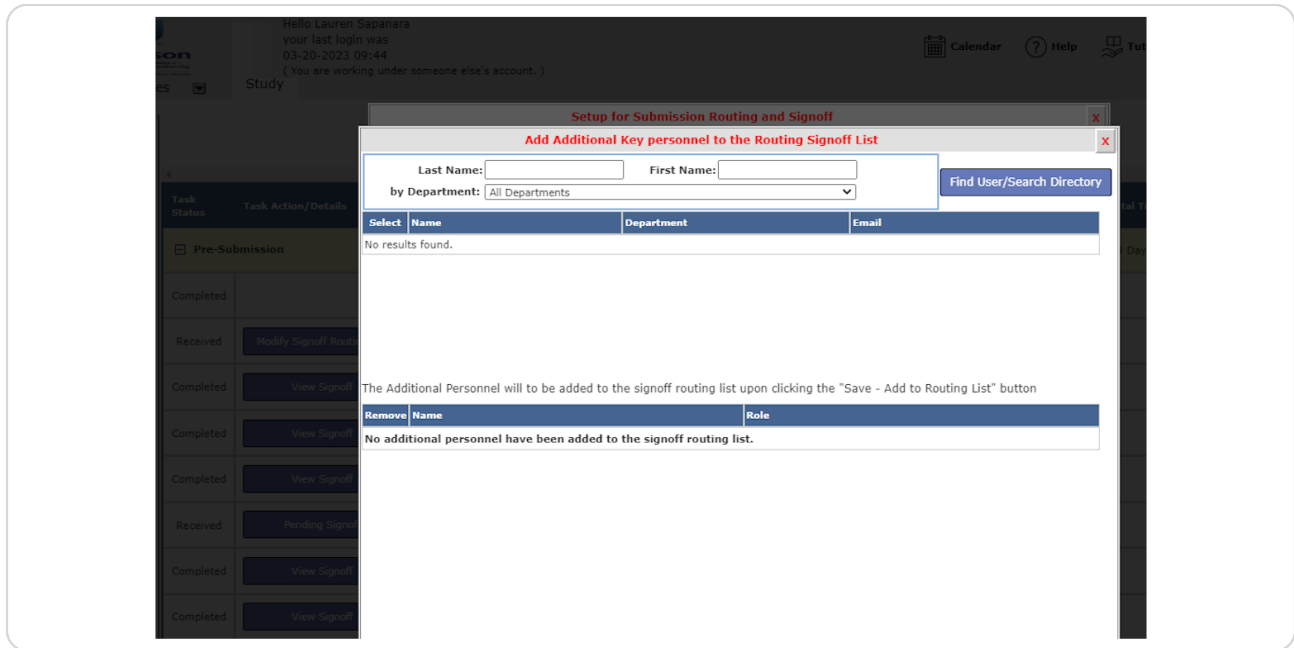
13 19 21

Day Hours Minutes

0 8 44

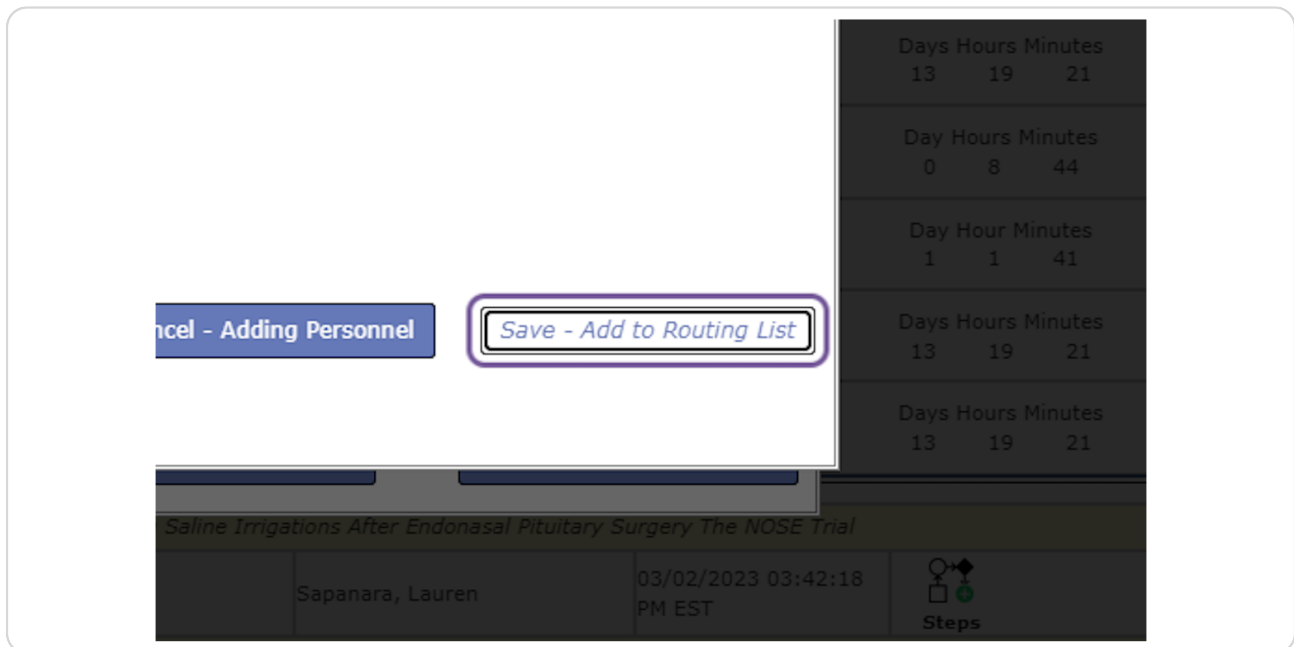
STEP 9

Search by last name, then first name if needed. Avoid searching by department, as not all users will have a department listed.



STEP 10

Click Save - Add to Routing List



STEP 11

Verify the final list of signatures is correct.

	Department Administrator
	Department Administrator
	Department Administrator

ed Personnel for review and signoff? ☒ Yes ☐ No

STEP 12

Click Save - Start Signoff Routing

o Make changes

Save - Start Signoff Routing

Endonasal Pituitary Surgery The NOSE Trial

a, Lauren 03/02/2023 03:42:18 PM EST Steps

Spectral Index on Drug Induced Sleep Endoscopy for OSA

02/21/2023 01:08:51

STEP 13

Click on dialog

	Task Name	Date Created	Date Completed	Total
	<div>Retract Submission</div>			13 D
	Initial Review Submission Packet is waiting to be submitted	03/06/2023 01:40:11 PM EST	03/06/2023 01:40:24 PM EST	
<div>uting List</div>	Assign Department Personnel for Signoff	03/06/2023 02:51:13 PM EST		
<div>ff</div>	Lauren Sapanara as Regional signoff		03/06/2023 02:51:40 PM EST	
<div>ff</div>	Christopher Fundakowski and apply signoff		03/15/2023 01:57:00 PM EDT	
<div>ff</div>	Adam Dicker as Department signoff		03/06/2023 02:57:49 PM EST	
<div>ff</div>	Daniel Jenkins as Department signoff			
<div>ff</div>	David Cagnetti as Department signoff	03/06/2023 02:51:15 PM EST	03/06/2023 10:24:42 PM EST	
<div>ff</div>	Joanne Gauthier as Department Administrator review and apply signoff	03/06/2023 02:51:16 PM EST	03/07/2023 03:22:12 PM EST	
<div>ff</div>	Pamela Frazier as Department Administrator review and apply signoff	03/06/2023 02:51:17 PM EST		

Your submission has been sent for Signoff.

You can monitor the submission progress with the Submission Status - In Progress.

OK

Created in seconds with

Tango