

# Electronic Signatures in iRIS

**Step 1: After completing a new application, Section 4.0 will ask for signatures.**

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Path: Home > study.ingent

My Workspaces

IRB Number: **IRISID-2022-0777**  
PI: Gervitz, Geneva

Study

New Study Application - (Version 1.0)

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Print Friendly Release Constant Fields Save Section Save and Continue to Next Section

Section view of the Form Entire view of the Form

1.0 Submission Packet to the Review Board  
2.0 Application  
3.0 Study Documents  
4.0 Signatures

4.0 Signatures

4.1 Routing for Signatures

You can use the following options to obtain required signatures for this application:

- From the list of personnel shown in the following section(s) and selected by you in section 3 of this application, check off the responsible signatories who will sign the application **prior to its being accepted for IRB review**.  
**Note that this is a hard step.** If you assign signatories on this page, the application **will not proceed to IRB review without these signatures**.
- If you know that some or all of your signatories are currently unable to sign the application, and you would like to submit the application now, **do not designate them as signatories on this page**.  
Later in the review process, you will receive a stipulation task from an IRB analyst that will instruct you to obtain the missing signatures. **At that time, all required signatures must be obtained before your approval letter will be issued.**

For the second option, there are three ways you can obtain signatures:

- Use the routing function in iRIS to obtain electronic signatures.

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**Step 2: Click *Save and Continue to Next Section***

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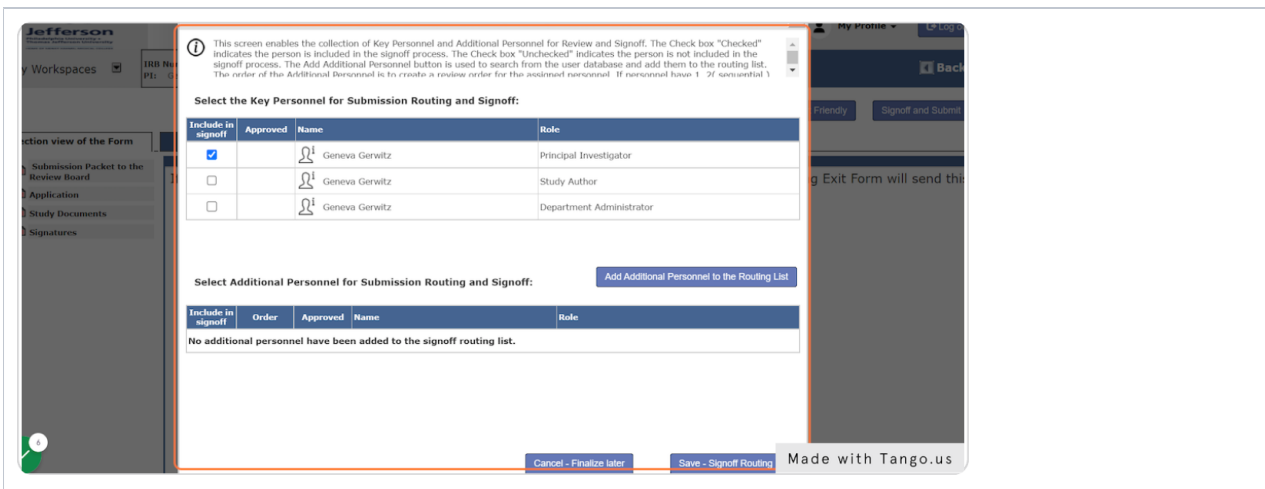
**Step 3: Click *Signoff and Submit*.**

Signoff and Submit

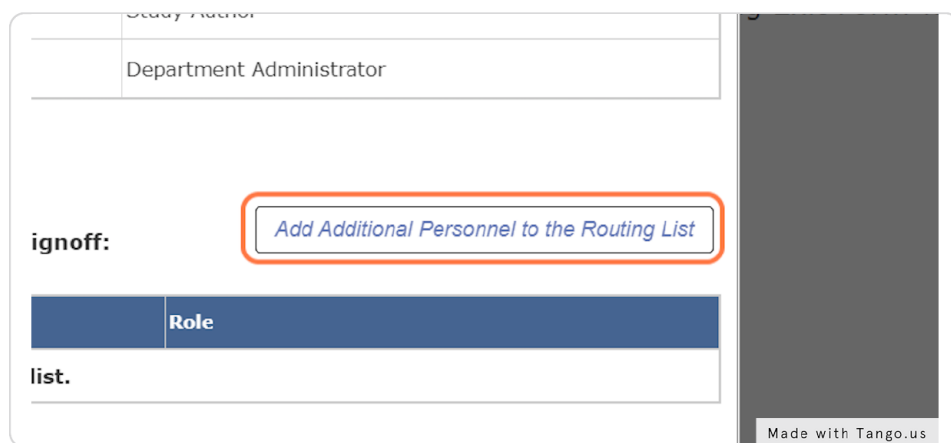
Exit Form

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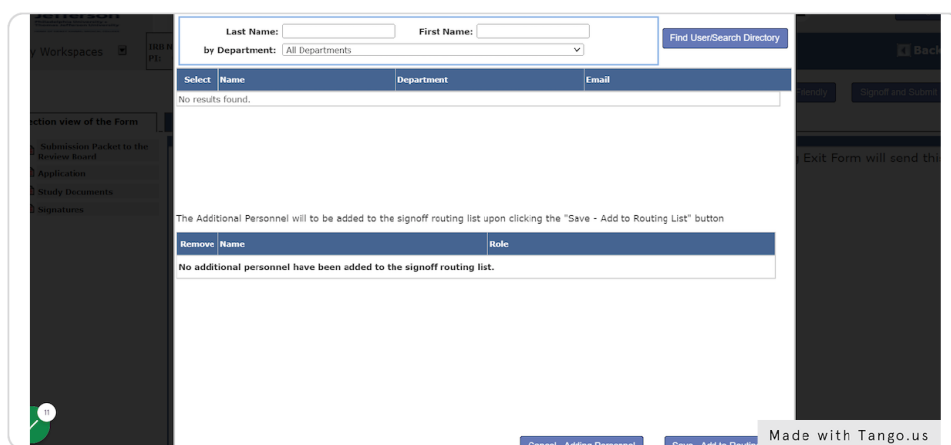
**Step 4: Select all personnel who will need to complete a signoff on the application.**



**Step 5: If you need to add additional personnel, you can do so at this time by clicking *Add Additional Personnel to the Routing List*.**



**Step 6: Add Additional Personnel and click Save when finished.**



**Step 7: If you are satisfied with the routing list, click Save.**



**Step 8: Verify the list by checking Yes and clicking Save.**

