Electronic Signatures in iRIS

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

Step 2: Click _Save and Continue to Next Section_

Step 3: Click _Signoff and Submit._
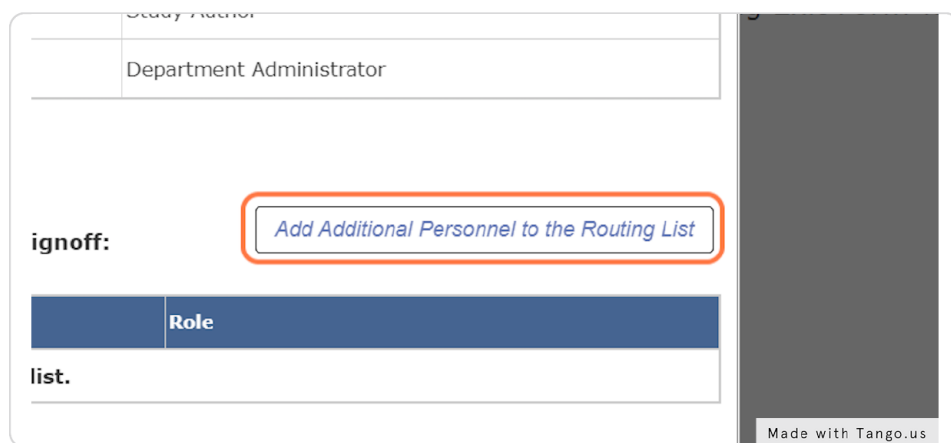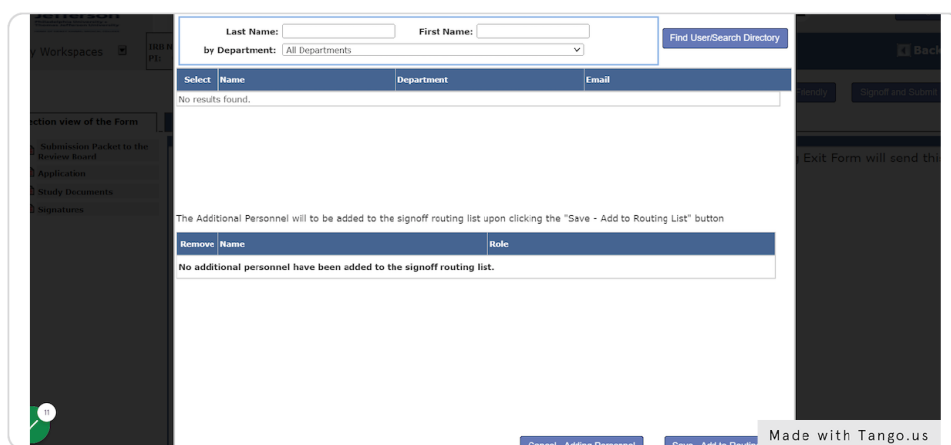

Step 4: Select all personnel who will need to complete a signoff on the application.
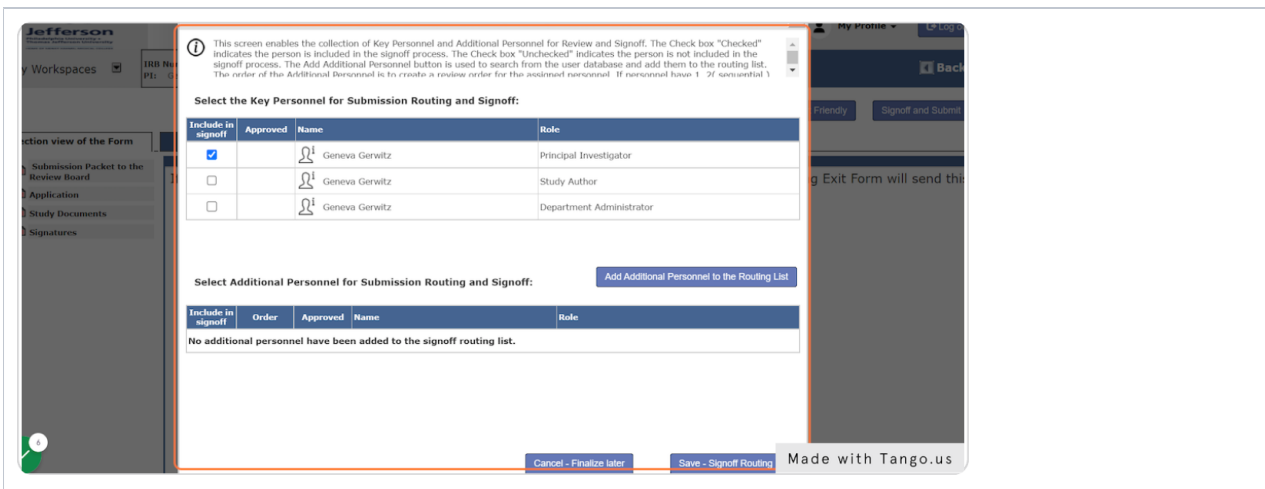
Step 5: If you need to add additional personnel, you can do so at this time by clicking *Add Additional Personnel to the Routing List.*

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

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

Finalize later

Save - Signoff Routing List

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

Setup for Submission Routing and Signoff   X   ⏻ Log out

ⓘ This screen is for reviewing the signoff routing list. You must answer "Yes" or "No" to the finalization of the Personnel. Once the "Yes"" selection is
made the button "Save - Start Signoff Routing" becomes enabled to be clicked. Clicking the "Save - Start Signoff Routing" will start the routing list
and then the submission board review(s). Clicking the "Go back to Make Changes" will place you back to editing the routing list. Clicking the "Cancel
- Finalize later" will close this window. The submission process is incomplete, not eligible for submission, until the routing is complete.

◀ Back

Finalize List of Personnel for Submission Routing and Signoff:

Order	Approved	Name	Role
		Geneva Gerwitz	Principal Investigator
		Geneva Gerwitz	Study Author

Please verify the list above represents the finalized Personnel for review and signoff?   ● Yes   ○ No

Cancel - Finalize later   Go back to Make changes   Save - Start