



# Completing a Study Signoff

This workflow can be used by PIs, Chairs, Business Admins, etc. to signoff for a study submission.

5 Steps [View on Tango](#)

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## STEP 1

### Log-in to iRIS.

## STEP 2

### Navigate to the Study Tasks section.

This will show you outstanding tasks. Here is your signature task:

The screenshot displays the iRIS Study Tasks section. At the top, there are two panels: "Featured Study Operations" and "By the Numbers". The "Featured Study Operations" panel lists four actions: "Create a New Study", "Start a Submission Form for one of My Studies", "View the Current Approvals for one of My Studies", and "View the Submission History for one of My Studies". The "By the Numbers" panel shows counts for "Submissions in Process" (4), "Forms Pending Submission" (2), and "Pending My Response" (0). Below these is a "Tasks" panel with "All Tasks" (1) and "Study Tasks" (1).

The main section is titled "Study Tasks" and has tabs for "Outstanding" and "Completed". It includes a search bar for "RB Number, Title, Alias" and a "Search" button. Below the search bar are filters for "Task List" (All), "Review Board" (All), and "Filter By" (None). The results show 1 result found.

Click to open	Task Type	Date Received	Study Status	Study Title	Principal Investigator	Review Board	RB Number	RB Expiration	Priority	Complete By
	Submission Routing Signoff	12/16/2022 10:04:14 AM EST	Approved	A Phase III Multicenter, Open Label Randomized Controlled Trial of Cefixitin versus Piperacillin-Tazobactam as S...	NSQP MSK	Javu, Harish	RB	18D.199	01/26/2023	No Priority


Below the table, it shows "1 result(s) found..." and a pagination indicator "1 - 1".

At the bottom, there is a section titled "Studies Submission Status - In Progress" with a search bar for "RB Number, Title, Alias" and a "Search" button.

STEP 3

Click on the pencil icon to open the application.

You can review any part of it by clicking on appropriate document. Note you also can print a PDF to review at your leisure:

1 result(s) found...			
Click to open	Task Type	<div><div>Z</div><div>A</div></div> Date Received	Stu
	Submission Routing Signoff	12/16/2022 10:04:14 AM EST	A
1 result(s) found...			

#### STEP 4

### Click approve.

When you are ready to approved, simply complete the certification section and click the Approve button and then the Save Signoff button. You also can add comments by clicking on that button:

no subjects entered.

ditional Review Board approved the study without a need to obtain written consent from subjects.

Harish Lavu as Principal Investigator  
Do you Approve or Deny this submission?

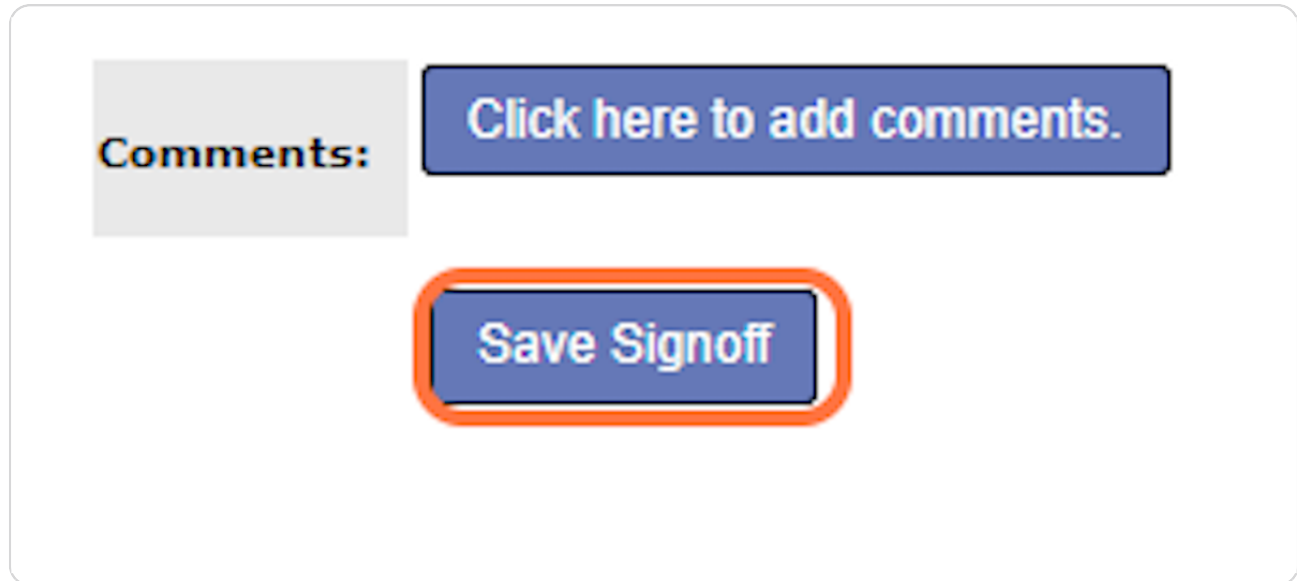
☒ Approve ☐ Deny

Comments:

## STEP 5

### Click on Save Signoff.

We do not advise clicking Deny, as it sends study back to your account in DRAFT, which makes it more complicated to re-submit. If you are not ready to approve, please request that submitter retract the application, make appropriate changes and then re-submit for your approval signature.



The screenshot shows a form interface with a light gray background. On the left, there is a gray rectangular box containing the text "Comments:". To the right of this box is a blue rectangular button with white text that says "Click here to add comments.". Below the "Comments:" box and the first button is a second blue rectangular button with white text that says "Save Signoff". This "Save Signoff" button is highlighted with a thick orange border.

Created in seconds with

*Tango*