



### Institutional Review Board

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## Departmental Review – IRB Liaison Signature

As IRB Liaison your electronic signature is required before your faculty, staff or students can submit an Initial Application to the IRB. We have compiled a few points to help guide you in reviewing and signing studies in IRBNet.

- **Register with IRBNet:** [www.irbnet.org](http://www.irbnet.org)
  - The option to register is in the upper right-hand corner.
- **How will you know which studies need your attention?** An automatic email will be sent to you from the researcher alerting you that they have a study ready for review.
  - When you log-in to IRBNet, click **MY PROJECTS** to see a list of studies for your Department or College.
  - You can sort by Status. Anything you see that says “work in progress” needs your review.
  - If the status shows “pending review” or any other status, the PI has already submitted to the IRB. If it has been submitted without your electronic signature, the IRB office will return the package to the researcher to secure required IRB Liaison/Department signatures.
- **Review your Faculty’s IRB Submissions:** Click the title of the project to view the study. Click the **DESIGNER** button on the left to open and review all documents.
- **Electronically Sign IRB Submissions:** After you review the forms that have been submitted, click the **SIGN THIS PACKAGE** on the left of the screen. You will see an attestation statement and a drop-down box where you select your signatory role (e.g., Departmental Reviewer, Chair, Dean, etc.) Electronically signing the submission indicates that you agree to abide by the assurance statement on the appropriate form. The researcher will receive an automatic e-mail noting that the study has been signed and is ready to be submitted to the IRB.

**NOTE:** If you are a signatory for your Department or College, as well as the researcher or a co-investigator on the study that is being submitted, then you must designate an Alternative IRB Liaison/Signatory. The designated signatory cannot be your subordinate.

As always, if you have any questions, please contact the Research Compliance Office at 301-405-4212 for assistance.