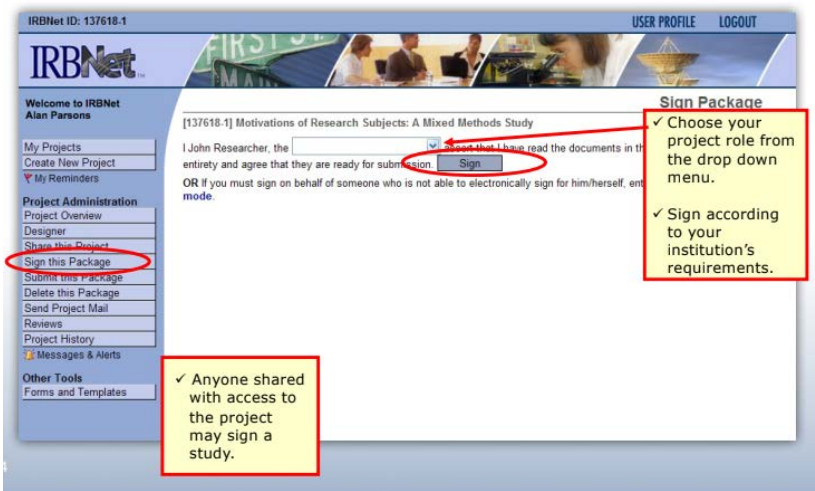


## IRB Project Signature Instructions

After completion of your research design and the upload of all materials and training documents, you must complete signatures on your package prior to submitting.

### PI Signature

- Only a Carthage Faculty member may serve as PI on a project
  - Student Researchers DO NOT serve as PIs or sign & submit packages in IRBNet
- Use the “Sign this Package” function to add your own PI signature
- To sign your Project Package, login into your project in IRBNet and follow these steps:



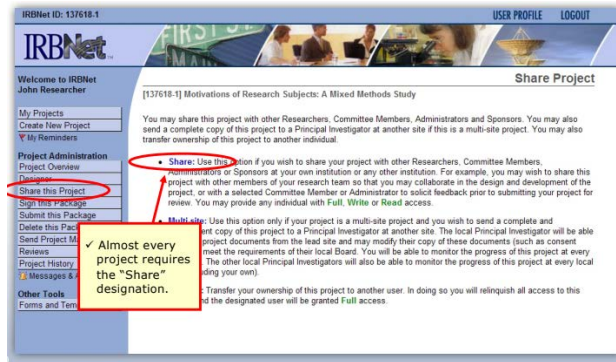
### Department Representative or Dean Signature

Each submitted project REQUIRES 2<sup>nd</sup> SIGNATURE.

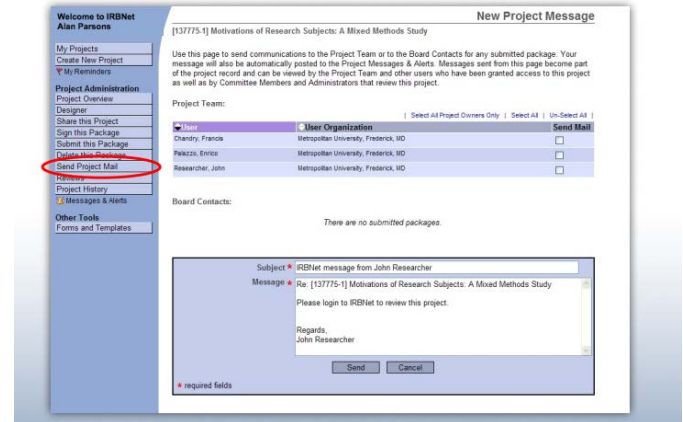
This signature should be from the list below:

Department	Department Chair, IRB Representative or Dean
Business & Marketing	Dean of Professional Studies
Communications & Digital Media	Dean of Arts & Humanities
Education	Lara Christoun
Exercise & Sports Science	Andrew Pustina
Humanities	Dean of Arts & Humanities
Natural Sciences	Dan Miller or Matt Zorn
Nursing	Dean of Professional Studies
Psychological Science	Anthony Barnhart, Kateryna Sylaska, Leslie Cameron
Sociology & Criminal Justice	Bradley Zopf
Social Sciences- if not already listed	Dean of Natural and Social Sciences
Social Work	Tian Tian
Any other department	Contact the IRB Chair

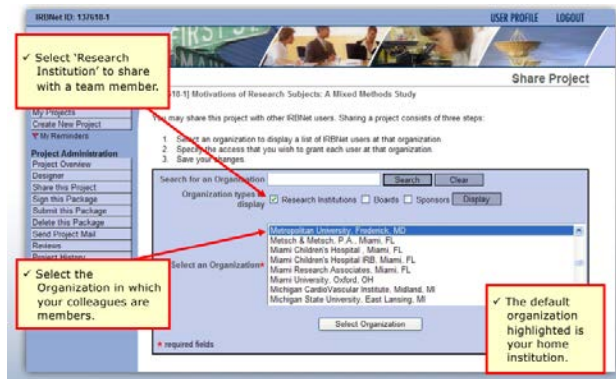
1. To Request the Departmental Representative or Dean Signature, you must "Share" your project in IRBNet.



4. Then send them a Project Mail to request they review your project and sign off



2. Select Carthage and Search for your Departmental Representative or Dean:



Your departmental representative or you Divisional Dean should review the project and discuss any questions, concerns, or edits with you prior to signing.

This process helps to:

- Ensure a broader knowledge of the project within the department and division
- Provides an opportunity for the PI to receive feedback and make improvement to their application prior to submission
- Designates an additional contact other than the PI to be included on the Consent
  - All Consent Forms/ Statements should include contact information for the PI, the other signer on the project, and the IRB chair

3. Set the proper level of access to your project:

