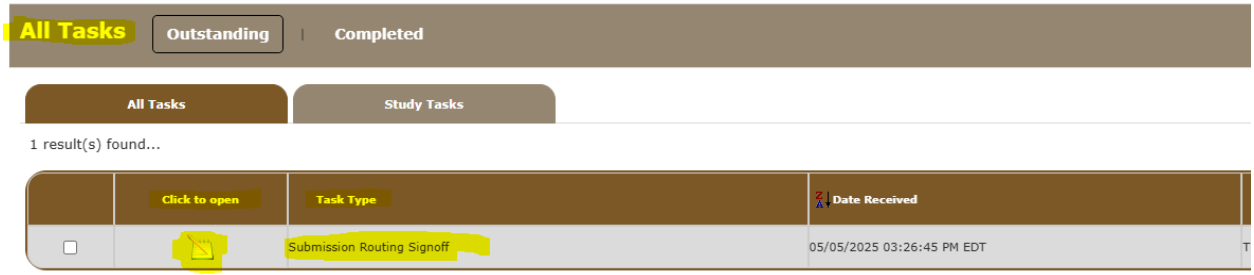
HOW TO SIGN-OFF AND SUBMIT A STUDY

Log into iMedRIS

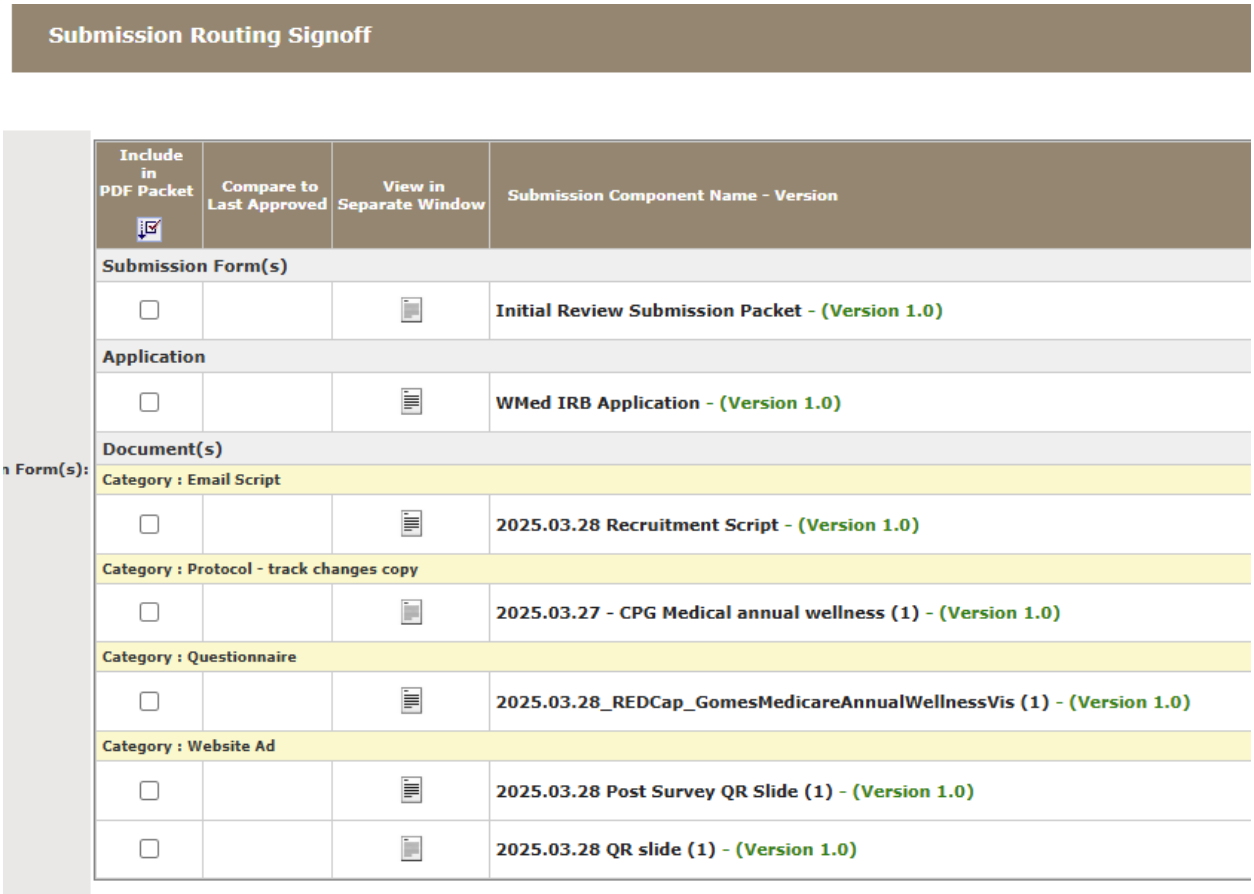
Once logged in you will land on the **Study Assistant page**.

In the **All Tasks** list, locate the Submission Routing Signoff Task**,**



Click on the paper and pencil icon to open the submission.

On the **Submission Routing Signoff Page**, you'll see a list of study documents included in the submission. To view a document, simply click its title.



Go to the **IRB Principal Investigator Responsibilities and Assurance Statement** on the bottom of the page. There are two steps to approving and signing off on the submission.

- Click on **Agree**

- To the left of your name click on **Approve**, then **Save Signoff**