

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,

All Tasks Outstanding Completed

All Tasks Study Tasks

1 result(s) found...








	Click to open	Task Type	Date Received
<input type="checkbox"/>		Submission Routing Signoff	05/05/2025 03:26:45 PM EDT

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.

Submission Routing Signoff

1 Form(s):

Include in PDF Packet	Compare to Last Approved	View in Separate Window	Submission Component Name - Version
Submission Form(s)			
<input type="checkbox"/>			Initial Review Submission Packet - (Version 1.0)
Application			
<input type="checkbox"/>			WMed IRB Application - (Version 1.0)
Document(s)			
Category : Email Script			
<input type="checkbox"/>			2025.03.28 Recruitment Script - (Version 1.0)
Category : Protocol - track changes copy			
<input type="checkbox"/>			2025.03.27 - CPG Medical annual wellness (1) - (Version 1.0)
Category : Questionnaire			
<input type="checkbox"/>			2025.03.28_REDCap_GomesMedicareAnnualWellnessVis (1) - (Version 1.0)
Category : Website Ad			
<input type="checkbox"/>			2025.03.28 Post Survey QR Slide (1) - (Version 1.0)
<input type="checkbox"/>			2025.03.28 QR slide (1) - (Version 1.0)

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**

IRB	
Principal Investigator Responsibilities and Assurance Statement	
<p>1. I will ensure that there are adequate resources to carry out the research safely, e.g. sufficient investigator time, equipment, and spacing.</p> <p>2. I will ensure that Research Staff are qualified (e.g., including but not limited to appropriate training, education, expertise, credentials, protocol requirements).</p> <p>3. I will update the IRB office with any changes to the list of study personnel.</p> <p>4. I will personally conduct or supervise the Human Research.</p> <p> a. Conduct the Human Research in accordance with the relevant current protocol as approved by the IRB.</p> <p> b. When required by the IRB ensure that consent or permission is obtained in accordance with the relevant current protocol as approved by the IRB.</p> <p> c. Not modify the Human Research without prior IRB review and approval unless necessary to eliminate apparent immediate hazards to participants.</p> <p> d. Protect the rights, safety, and welfare of participants involved in the research.</p> <p>5. I will submit to the IRB in a timely manner:</p> <p> a. Proposed modifications to the previously-approved Human Research.</p> <p> b. A continuing review application (to avoid a lapse in approval) when required.</p> <p> c. A notice of closure when the Human Research is completed.</p> <p>6. I will submit to the IRB any reportable new information within seven business days.</p> <p>7. I will comply with applicable federal and state regulations, ethical guidelines, and WMed Institutional policies.</p>	
<input checked="" type="radio"/> Agree <input type="radio"/> Disagree	
Theotonius J Gomes, D.O. as Principal Investigator Do you Approve or Deny this submission?	<input checked="" type="radio"/> Approve <input type="radio"/> Deny
<div>Save Signoff</div>	