WHAT IS SIGNATURE AUTHORITY?

"Signature authority" is an Ideate feature that enables PIs to give to one or more "delegate(s)" the authority to perform certain tasks on the PI's behalf for a given protocol. For example, the PI or the delegate may create an initial application. At this point, the PI still has the responsibility of reviewing and submitting the Initial Application. However, after submission, the delegate may perform all subsequent tasks associated with the application, such as creating and submitting Progress Reports, Amendments, and Continuations without the PI's direct involvement.

CAN A PI GIVE RESEARCH PERSONNEL SIGNATURE AUTHORITY AFTER THE INITIAL APPLICATION IS APPROVED?

Yes. After a protocol has been submitted and approved, at any time the PI can give research personnel signature authority for that protocol. After the PI does this, the personnel will be able to submit Amendments, Progress Reports, and Continuations for that protocol without the PI's involvement.

There is one limitation on this feature: the person to whom the PI is granting signature authority must be listed in the Personnel section of the protocol. If that person is not listed, the PI will need to submit an amendment to add the person to the protocol.

To grant signature authority to a person on a protocol, the PI follows these instructions:

1. In the LiveList, from the Subjects dropdown, select Cases.

2. Open the desired protocol by clicking on its ID Number:

<table>
<thead>
<tr>
<th>ID Number</th>
<th>Protocol Title</th>
<th>PI</th>
<th>Department</th>
<th>Approval Start</th>
<th>Approval End</th>
</tr>
</thead>
</table>

3. The protocol is displayed in the bottom part of the Ideate window. Select the Personnel tab.

4. Next to the person’s name, select Signature Authority:

   After you navigate away from the Personnel tab, the change will take effect immediately.