

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**:

ID Number	Protocol Title	PI	Department	Approval Start Date	Approval End Date
IACUC-2013-1421	Lorem ipsum	William Rice	IT Department	11/11/2013	11/10/2018

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**:

Name	CV	Certifications	University Status	Department	Role	cc	Access	Signature Authority	Contact Details
William Rice			-Select-	IT Department	Principal Investigator				Contact Details
X William Fultz			-Select-	IT Department	-Select-			<input checked="" type="checkbox"/>	Contact Details

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