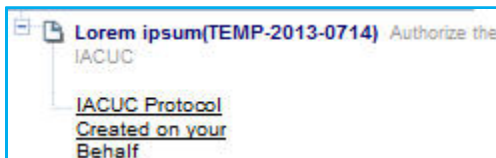


WHAT IS SIGNATURE AUTHORITY?

“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 RESEARCH PERSONNEL DEVELOP NEW INITIAL APPLICATIONS ON BEHALF OF THEIR PI?

Yes. When research personnel completes and submits a new Initial Application, the submission will appear automatically on the PI’s To Do List. The to-do item will look like this:



The PI must review and submit the Initial Application to the IACUC.

If any personnel on the protocol have been given signature authority, they will be able to develop and submit Amendments, Progress Reports, and Continuations for that protocol without the PI’s involvement. So if you are developing an initial application for a PI, and you want to be able to submit follow-ups to that initial application, select Signature Authority next to your name in the Personnel tab:

Summary Personnel Species Attachments Submit

Research Personnel - Other Personnel

Please list everyone involved in the design, conduct, or reporting of the study

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

After IACUC has approved the initial application, research personnel listed with signature authority will become delegates and gain the ability to develop and submit Amendments, Progress Reports, and Continuations for that protocol without the PI’s involvement