

SIGNATURE AUTHORITY

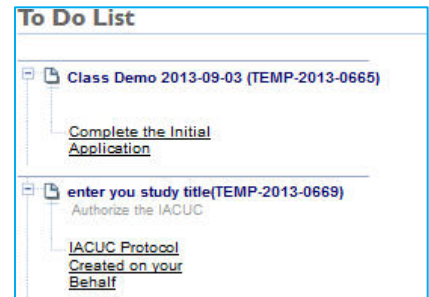
“Signature authority” is an Ideate feature that enables PIs to give to one or more “**delegate(s)**” the authority to perform certain tasks on the PI’s behalf for a **given protocol**. For example, the PI or the delegate may create an initial application. At this point, the PI still has the responsibility 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.

DELEGATE

In Ideate, a “delegate” is a person listed on an IACUC protocol under the research personnel tab to whom signature authority has been granted by the PI.

TASK

In Ideate, a “task” is a specific assignment that a PI or a delegate must complete. Tasks appear in the **To Do List**. Tasks are not shared between users, i.e. a single task will only appear on one person’s **To Do List**. PIs and delegates can reassign tasks to each other or to themselves. Some examples of tasks are shown on the right.



PROTOCOL-BY-PROTOCOL

Signature authority must be granted to a delegate **for each individual protocol**. A PI may not grant signature authority for all protocols at once.

DELEGATES MUST BE RESEARCH PERSONNEL

Signature authority can only be granted to a person listed on a protocol under the “Research Personnel” tab of the IACUC application.

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				Contact Details
X William Fultz			-Select-	IT Department	-Select-	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contact Details

INITIAL APPLICATIONS MUST BE SUBMITTED BY THE PI

Even if the Initial Application is developed by a delegate, the PI still has the responsibility of reviewing and submitting it to the IACUC. When the delegate has completed an Initial application on behalf of the PI and clicks on the “submit” button, that application will be routed automatically to the PI and appear on the PI’s To Do List. After the PI has reviewed and submitted it, delegates are enabled to develop all subsequent tasks and submissions related to that protocol without the PI’s involvement.