IRB eProtocol

Dean/Department Chair Authorized Signatory Certification & Approval

(2 step process)

- **Step 1**

  The Chair or Signatory must complete their Obligations and Certifications of COI disclosures

  - On the Investigator Login Page, under Dept Certifications, click on the Protocol ID link and open protocol in “view” mode.

  ![Protocol Details](image)

  - Click on the Obligations link from the left menu and read and affirm the Chair’s/Dept. Obligations by clicking on the box next to his/her name.

  ![Obligations Affirmation](image)
- Click Next at the bottom of that page, or the COI Disclosure link to continue and choose YES or No for the COI disclosure statement.

- Click ‘Close’ at the bottom of this page to close the eProtocol

**Step 2**

Click on the “**Protocol Event**”

- On the resulting page, click on the box certifying the protocol and then Submit