



Instructions for Saving Continuation Form to a PDF Document and Providing an Electronic Signature

This guidance applies only to Continuing Review Submissions for studies that are not in the eProtocol electronic submission system.

Investigators are required provide an electronic validated signature on IRB submission documents that are not submitted through eProtocol. A valid electronic signature requires a digital ID in Adobe. This guidance will show you how to convert a Word document to a PDF document and provide a valid electronic signature with a digital ID.

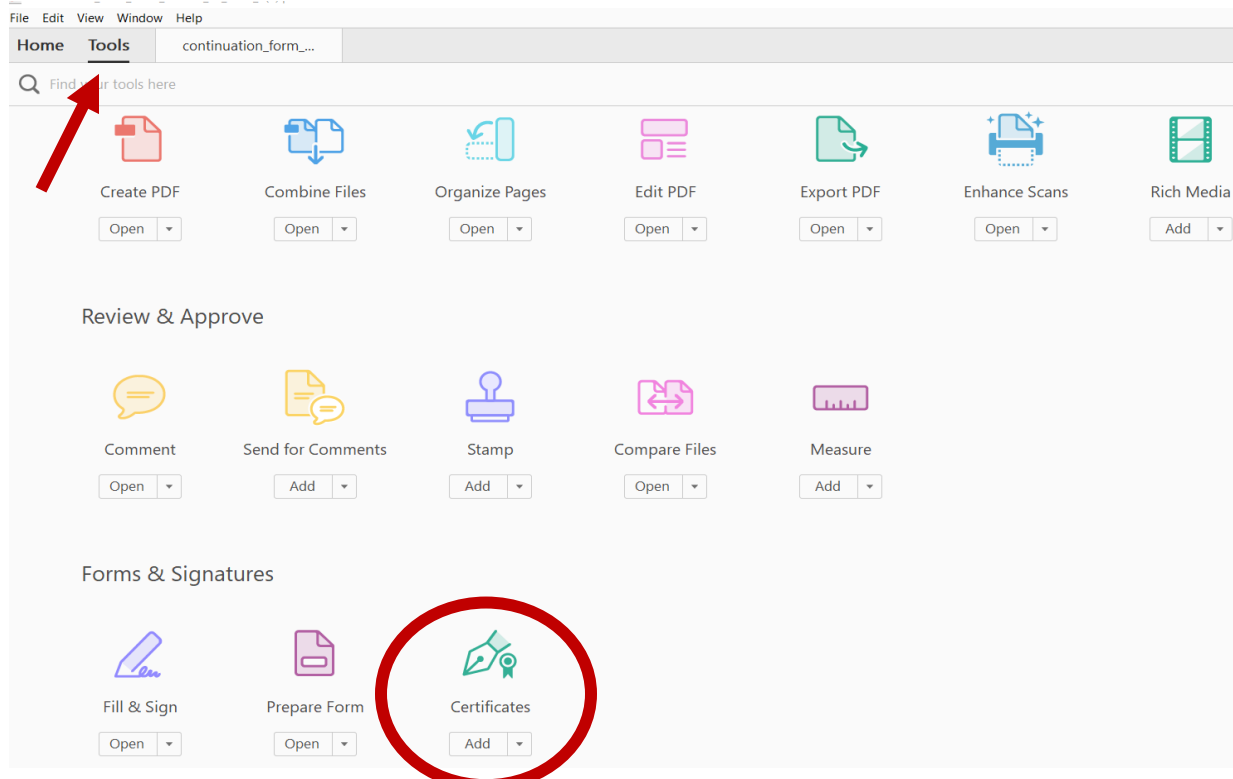
Steps for Converting a Microsoft Word Form to a PDF Form:

1. Download the Continuation form from the IRB [Forms and Submission Requirements Webpage](#)
2. Complete the form and save as a PDF:
 - a. Click File
 - b. Click Save As Adobe PDF

Steps for Signing a PDF Form with a Digital ID:

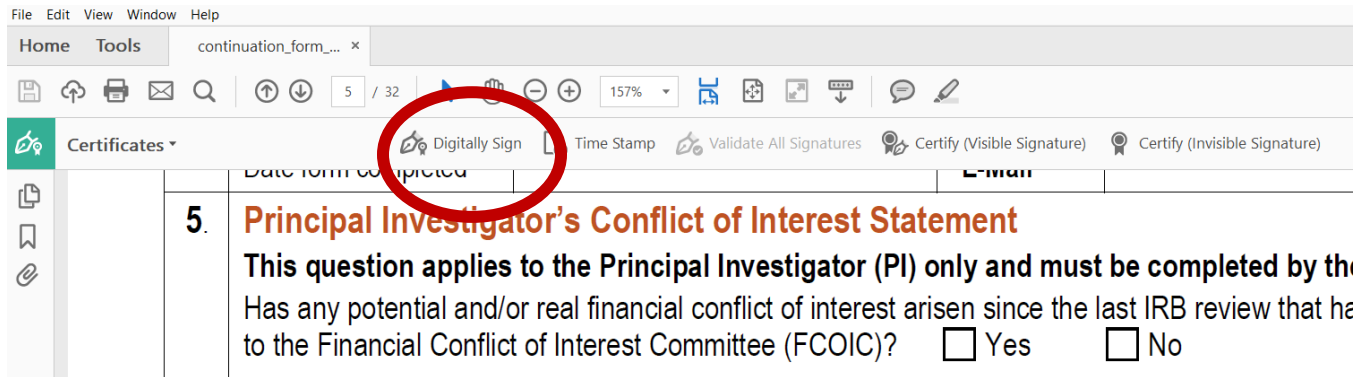
Open the PDF version of the Continuation Form

3. Click Tools
4. Click Certifications

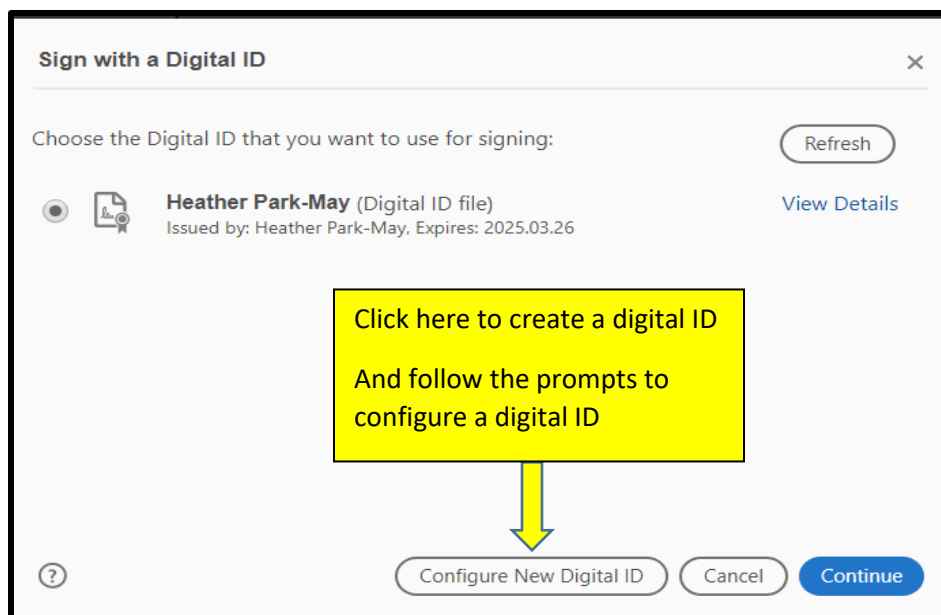




5. Click “Digitally Sign” in the “Certificates” toolbar:



6. Draw a box around the green PI Signature Box located on page 2 of the Continuation Form.
7. If you do not have a digital ID, click Configure New Digital ID in the Sign with a Digital ID box that appears and follow the prompts to create a digital ID. If you have a digital ID, select that ID you want to use to sign the form and click continue.



8. Enter the Digital Pin or Password you used to create your Digital ID
9. Click Sign



10. Save as PDF to your computer:

- After you click Sign, you will be prompted to save the signature to your computer.
- Your signature will then appear on the form:

PI's Signature:

Heather Park-May Digitally signed by Heather Park-May
Date: 2022.04.21 15:44:57 -04'00'