Responsible Official Electronic Signatures

NOTE: Responsible Official signatures are required for new projects submitted for Expedited and Full Committee Review.

After the complete application has been uploaded in IRBNet:

1) **Researcher:** Follow steps one, two, and three and IRBNet screen shots (below) to **Share** access to the project in IRBNet with your Responsible Official (RO).

2) **RO:** You will receive an email with a link to the researcher’s project.
   - Click the link to access the project.
   - Login to IRBNet.
   - After reviewing the project, select **Sign this Package**.
   - At the prompt, provide your IRBNet password to electronically sign-off on the project. Providing your electronic signature will take less than a minute.
   - From the drop down list on the **Sign Package** page, select **Responsible Official** and **Sign**. (Refer to the last screen shot for a picture of the **Sign Package** page.)

3) **Researcher:** You will receive an email confirmation of RO signature. Upon receipt of the email confirmation, access the project in IRBNet, and select **Submit this Package** to complete the submission process.

**Step One:** Open the project in IRBNet. Select **Share this Project**; from the **Share Project** page, select **Share**.
**Step Two:** Select *University of Nevada Reno* for the RO’s organization. This should be the default.

**Step Three:** Search for the RO’s name and select *Read (Signature Only)* for Access Type. In the *Your Comments* box, notify the RO you have shared access to your project. Ask her/him to review the project documents and electronically sign the package. Click *Save*. 
Sign Package page screen shot:
RO: From the Sign Package page, select Responsible Official from the drop down list, click Sign.