Submit and Certify your study

Submit your study for IRB review

When all the sections of your submission are completed (green check marks), the COMPLETE SUBMISSION option appears beneath the Routing in the sections menu, click COMPLETE SUBMISSION.

Click CONFIRM

After confirmation, the status of the submission changes from In-Draft to Awaiting Authorization.

Certify your study

The completed submission requires certification. With the certification, the PI (and co-Investigators and Student(s)) assert(s) that the submission is complete and accurate, and accept(s) their responsibilities.
The certification appears in the Submission Details Page (of the person completing the forms)

Click **Certify**

Click **Confirm**

I certify that the information provided in this submission is complete and correct.

I understand that as Principal Investigator, I have the ultimate responsibility for the protection of the rights and welfare of human subjects and the ethical conduct of this research protocol. I agree to comply with all IRB and Institutional policies and procedures, as well as with all applicable federal, state, and local laws regarding the protection of human subjects in research, including, but not limited to, the following:

- The recruitment of subjects and the research project will not be initiated until written approval is secured from the IRB.
- The project will be performed by qualified personnel according to the research protocol.
- Maintain a copy of all questionnaires, survey instruments, interview questions, data collection instruments, and information sheets for human subjects for at least three years following termination of the project.
- Necessary review by the IRB will be sought if changes made in the research protocol may result in the research no longer meeting the criteria for exemption.

I will complete the required educational program on ethical principles and regulatory requirements in human subjects research in a timely manner.

I have read and understand the above policy concerning IRB protocols.

Log out by clicking on your name in the upper right corner and select log out.
The other people involved in the study (PI, co-Investigator(s), Student(s)) will receive an email with a link to certify the study. If the link does not work, the study can be certified by logging in and can be accessed via the Human Ethics Dashboard.

Click on the study in **My Tasks** in the Dashboard.

Click **Certify** and **Confirm** (as on page 2).