PI STUDY APPLICATION
How to Signoff and Submit
A Principal Investigator (PI) may have a Study Coordinator fill out a form for the study. The application will be associated with the PI when the Study Coordinator lists the PI as the Principle Investigator in the **Key Study Personnel** section of the form. When the Study Coordinator completes the form, it will be routed to the PI for Signoff.

When the PI logs into iMedRIS, an **Incomplete Task** will appear. To view a title of the Study, click the +. To open the **Submission Routing Signoff**, click the **Open** icon next to the task.
On the next screen, the application can be viewed directly by clicking **Open** under the **Submission Attachments** below.

(Note: The **Submission Form** can be thought of as an envelope with headers. The contents of the “envelope” are the **Submission Attachments**.)
When the application opens, a list of all the sections will be on the left with the contents of the selected section on the right. To view all the sections at once, click **Entire view of the Application**. The PI can read and make any necessary changes directly to the form. (Note: Changes can only be made and saved in **Section view of Application**.) When changes are made, be sure to press **Save and Continue to Next Section** before moving to another section.
When you reach the end of the application, the following screen should appear. Click the iMedRIS **Back** button to go back to the **Approve and Signoff Screen Submission**.

It is not necessary to click on **Study Management and Electronic Submission**, but doing so will bring you to a page containing the history of the study including previous submissions and modifications.
Please read and review the information under **Investigator’s Assurance**. You must click **Approve** before you can continue. Click **Save Signoff** when you are done. This will send your submission to the IBC and redirect your browser back to the Home Screen.
If you need to see the status of your protocol, you can click **My Studies** from the Home Menu. You can also see any other studies associated with you as the PI in **My Studies**.