1. Introduction

This guide will take you through the steps to submit an application for sign off, prior to submission to the Ethics team. Once the form is sent for signature no further updates can be made. Once sign off is completed by all required signatories the form will automatically be forwarded to the Ethics team for pre-screening and submission to the relevant Ethics committee.

2. Submitting application for sign off

A. Once all other sections of the application are complete, select **Submission and Sign-off**

B. Click **Request Signature**

C. Enter the email address of the HoD or Clinical Director, as appropriate

D. Type in a message if required

E. Click **Request**

Once signatures are requested the form will be locked and no further updates can be made prior to submission.

NB

Once sign off is completed by all required signatories the form will automatically be forwarded to the Ethics team for pre-screening and submission to the relevant Ethics committee.

Email notifications will be received, confirming when the application has been signed and when it has been submitted.

The progress of all sign-off requests can be monitored within Infonetica Ethics RM – see over.
3. Monitoring progress of sign-off requests

A. From the home page, search for the project by entering the name

B. Click on the relevant project

C. Click on the Signatures tab

D. The signature Status will be displayed

➢ If a signature is still awaited follow up with colleague

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**NB** If a sign-off request has been sent to a person who is not available, please see the guide: *Ethics RM - Re-routing sign-off to another person*