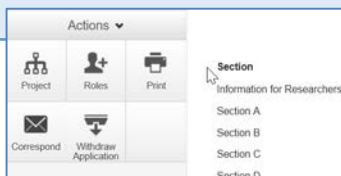


1. Introduction

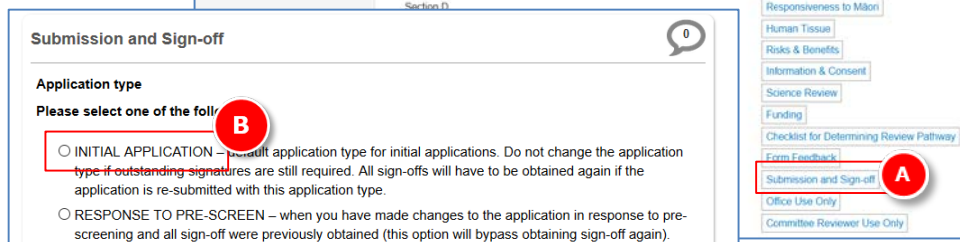
This guide will take you through the steps to submit an application for sign off, prior to submission to the Ethics team. Once the form is sent for signature no further updates can be made. Once sign off is completed by all required signatories the form will automatically be forwarded to the Ethics team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

2. Submitting application for sign off

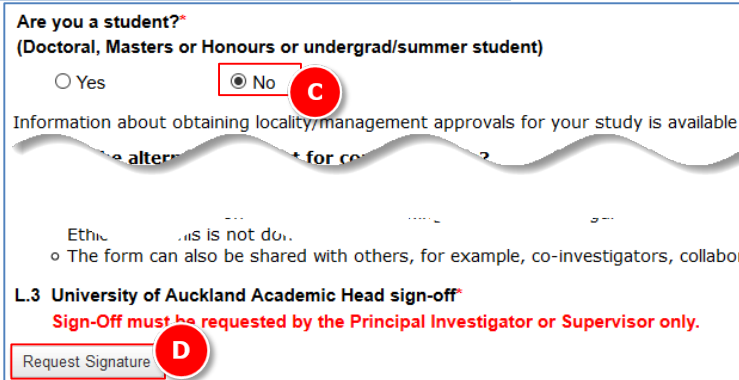
A. Once all other sections of the application are complete, select **Submission and Sign-off**



B. Click **Initial Application**



C. Click **No** to confirm you are not a student



NB Only a PI / Supervisor can submit an application for sign off.

D. Click **Request Signature**

E. Enter the email address of the HoD or Clinical Director, as appropriate
F. Type in a message if required
G. Click **Request**



NB If you are unsure who your UoA Academic Head sign-off person is please consult the University Directory or ask your Faculty/LSRI Ethics Advisor or your FIRST representative

NB If an email address is entered that has not been set up within Infonetica Ethics RM, a message will be displayed (H). They will need to request access – See Onboarding for external users guide

User frankcruckshank@msn.com does not exist on the system

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

- 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**

Projects

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
Test Project Demo 41 - Frank Cruickshank	403	Mr Frank Cruickshank	17/07/2019 10:15	17/07/2019 10:20	
Test Project Demo 40 - Frank Cruickshank	400	Mr Frank Cruickshank	17/07/2019 09:52	17/07/2019 10:09	

Showing 1 to 2 of 2 entries (filtered from 39 total entries)

- C. Click on the **Signatures** tab
- D. The signature **Status** will be displayed

Test Project Demo 40 - Frank Cruickshank 0400

Project Tree

- Test Project Demo 40 - Frank Cruickshank
 - Auckland Health Research Ethics Form

Form Status	Review Reference	Application Type	Date Modified
Not Submitted	N/A	N/A	17/07/2019 10:09

Navigation: Documents, **Signatures**, Collaborators, Submissions, History

Signatures

Note: There are no active signatures on this form

Signature Requests

Type	Signatory Email	Requested Date	Status	Response Date	Action
University of Auckland Approver	anne.richards@auckland.ac.nz	17/07/2019 10:09	Requested		Cancel

➤ If a signature is still awaited follow up with colleague

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**