1. Introduction

This guide will take you through the steps to share the application, and then submit an application for sign off. Sharing the form allows the signatory to seek further input if required before signing. Once the form is sent for signature no further updates can be made. Once sign off is completed by the appropriate person in your academic unit, you can request sponsor authorisation through HDEC online.

2. Completing Declaration and sharing the form

Section | Questions
--------|----------
Information for Researchers | Introduction
Section A | Applicant Details
Section B | Human Health Research Study Details
Section C | Committee Review
Section D | Insurance
Section E | Signature

A. Once all other sections of the application are complete, select Signature

B. Read the declaration and then click Yes, I agree

E.2 Request Approval Signature

Click on Nominated Sign-off to find the name of the person from your academic unit that will sign off on your application.

<table>
<thead>
<tr>
<th>Department</th>
<th>First Designated Sign-Off</th>
<th>Email (First Designated Sign-Off)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting and Finance</td>
<td>Prof Steven Cahan</td>
<td><a href="mailto:s.cahan@auckland.ac.nz">s.cahan@auckland.ac.nz</a></td>
</tr>
<tr>
<td>Anaesthesiology</td>
<td>Prof Simon Mitchell</td>
<td><a href="mailto:sj.mitchell@auckland.ac.nz">sj.mitchell@auckland.ac.nz</a></td>
</tr>
<tr>
<td>Anatomy</td>
<td>Prof Alistair Young</td>
<td><a href="mailto:a.young@auckland.ac.nz">a.young@auckland.ac.nz</a></td>
</tr>
<tr>
<td>Anatomy with Radiology</td>
<td>Prof Alistair Young</td>
<td><a href="mailto:a.young@auckland.ac.nz">a.young@auckland.ac.nz</a></td>
</tr>
</tbody>
</table>

B. Search for and copy the relevant Signatory email address

C. Click Request Signature

You are required to share the form with the Academic Head or delegate so they can collaborate with other colleagues for review if required.

C. Click on the Roles action button

D. Enter the relevant email address

E. Select HOD Form Review from the drop down list

F. Click Share Role

G. Click Yes, I have shared the application

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

NB The PI / Supervisor should monitor the progress of sign-off requests – see Section 6

NB If an error message (G) is displayed see Section 5

D. Paste the email address

E. Type in a message if required

F. Click Request

User frankruickshank@msn.com does not exist on the system.
4. Finalising signatures and submitting

- The person you have nominated to approve the form will receive an email notification informing them of the pending approval.
- Once signed off, the Ethics and Integrity team receives an email notification to review and validate the application.
- Once validated you will receive an email, at which time you can request sponsor authorisation through HDEC online.
- When sponsor authorisation is granted, you can submit your application to HDEC.

5. If signatory not set up within Ethics RM

- If you are entering an email address for an individual not included in the Nominated Sign-off list then the individual may not be set up within Ethics RM.

4. If signatory not set up within Ethics RM

A. If an email address is entered for someone who has not been set up within Ethics RM, a message will be displayed.
B. If this occurs, raise a job with IT Services through the Staff Intranet to request the name be added to the system – or click link [here](#).

6. Monitoring progress of sign-off requests

- From the home page, search for the project by entering the name.
- Click on the relevant project.

A. From the home page, search for the project by entering the name.
B. Click on the relevant project.

B. 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.