



Investigator Sign-off

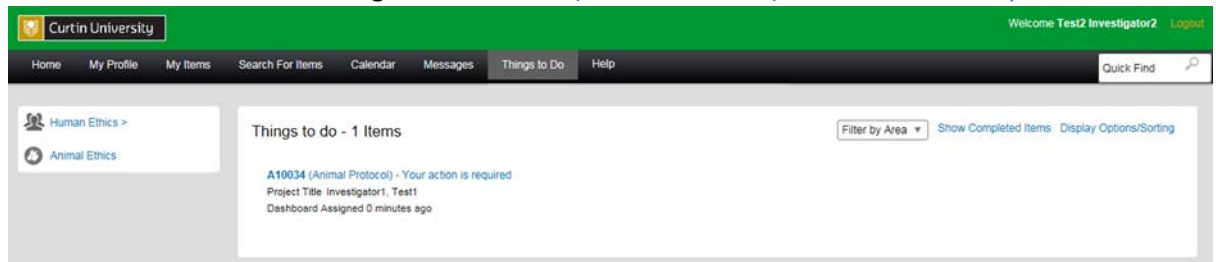
1. Go into 'Things to Do' tab

Login to [InfoEd](#). Click on 'Things to do' tab:



2. Locate the task

The task will be in the following format: **AXXXX (Animal Protocol) – Your action is required**



Click on the task link. A new window will appear:

A screenshot of the 'Animal Ethics Protocol - Initial Application' review page. The page is divided into sections: 'REVIEW', 'HELP', and 'ROUTE'. The 'REVIEW' section contains the application details: Number: A10034, Title: Project Title, Sponsor, and Submitted: 09-Nov-2016 12:41:35 PM. The 'HELP' section shows a table with columns for Form/Document, Submitted, and Review Status. The 'ROUTE' section contains 'Add Comments' and 'My Decision is:' sections. The 'Add Comments' section has four text areas for different audiences: 'To be shared with everyone', 'Between you and the CI', 'Between Reviewers Only', and 'Between you and Admins'. The 'My Decision is:' section has a dropdown menu. A 'Comments I can see...' box shows 'No Comments have been recorded'.

3. Acknowledge the submission documents

Read/review the ethics forms and any supporting documents listed under 'Form/Document'. **Please ensure that you do NOT insert review comments within the ethics form. Use the 'Add Comments' section to leave comments.**



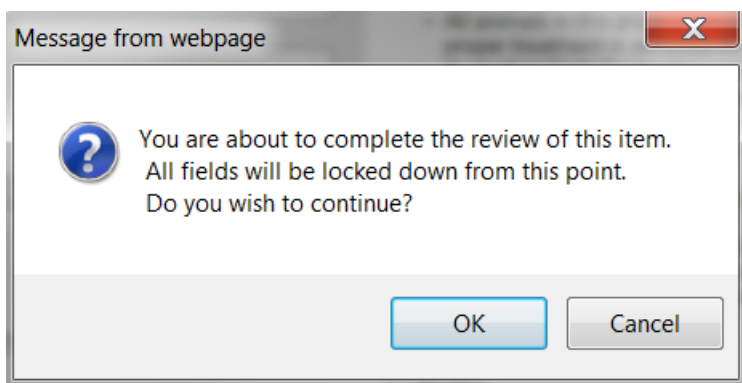
Click on the drop-down menu under 'Review Status', and select 'Reviewed'. Repeat for all documents.

Click on the 'Save' icon  in the top right corner of the screen to save the review status.

Select your decision from 'My Decision Is' drop-down menu.

If you are a student/co-Investigator, a declaration will appear on the screen. Click 'Accept' and then click on the 'Save' icon at the top right-hand side of the screen.

After you have clicked 'Accept', and then the 'Save' icon, the following window will appear. Press 'OK':



The above window will close, and you will now see the 'Review' screen with the 'Accepted' status:

REVIEW	Animal Ethics Protocol - Initial Application			Comments I can see... Test2 Investigator2 - "Action Item suppressed by configuration" Test2 Investigator2 - "Action Item suppressed by configuration"
	Number: A10034	Title: Project Title	Sponsor:	
HELP	Submitted: 09-Nov-2016 12:41:35 PM	Submitted: 09-Nov-2016 12:41:35 PM	Review Status: Reviewed	My Decision is: Accepted
	Form/Document: Reciprocal Animal Ethics Application	Submitted: 09-Nov-2016 12:41:35 PM	Review Status: Reviewed	
ROUTE	Add Comments: Not Available in View Mode			

You have successfully signed-off on the application. Close the window.