



GUIDANCE - Linking and Signing

	New Project	Amendments**	Continuing review[‡] (including status changes)	Reportable Event[‡]
Principal Investigator CV	✓	✓*		
Sub-investigator CV	✓			
Investigator Assurances	✓	✓*		
Coordinator Assurance(s) (as applicable)	✓	✓*		
CITI trainings	✓	✓*	✓	
Academic Vice Chair signature on package	✓			
PI Signature on package	✓	✓	✓	✓
Sub-investigator(s) signature(s) on package	✓	✓*		
CRC(s) signature(s) on package	✓	✓*		

*When an amendment involves adding a new Principal Investigator or Sub-Investigator, the assurances and CITI trainings (& CV for a new PI) for *new* staff should be linked to the amendment package adding them. When an amendment is adding a new coordinator, the CRC assurance and CITI training should be linked for the *new* coordinator. Both the new sub-investigators and CRCs will need to sign off on the package to validate the assurance documents.

‡ For projects that were transferred from eIRB to IRBNet, the first package should be either an amendment, continuing review, or reportable event. Navigate to the project “shell” and begin your submission by clicking “create new package” - In your first submission for transferred projects in IRBNet, be sure to upload all the core documents from the project to complete your shell file.