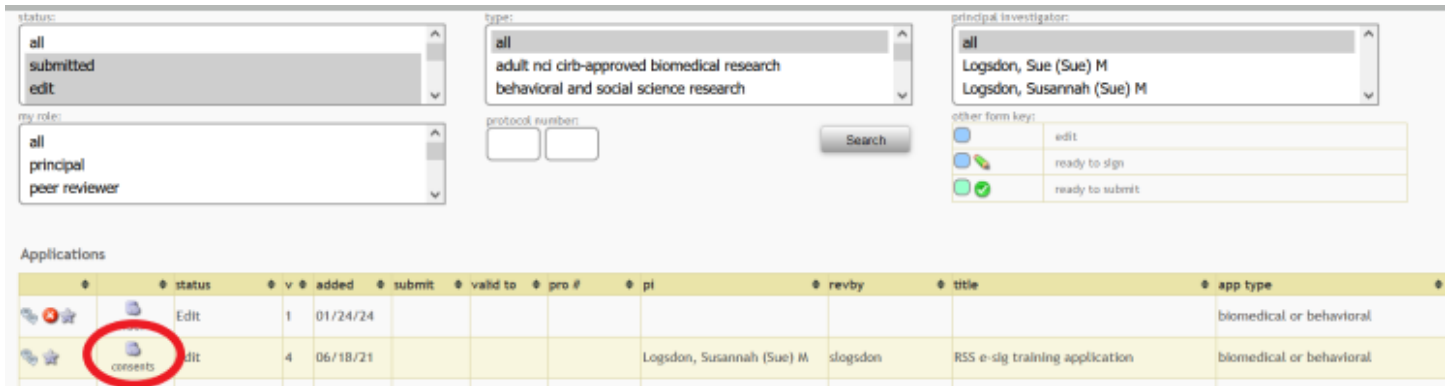


Updated: 11/4/2024

RSS In-Person E-Signature

This document is designed to show the use of E-signature in person.

1) Locate the study in your application list in RSS and click on the icon for “consents”.



The screenshot shows a search interface with filters for status, type, principal investigator, and my role. Below the filters is a table of applications. The second row of the table has a red circle around the 'consents' icon in the first column.

status	type	principal investigator	my role	protocol number	Search	other form key:
all submitted edit	all adult nci cirb-approved biomedical research behavioral and social science research	all Logsdon, Sue (Sue) M Logsdon, Susannah (Sue) M	all principal peer reviewer	<input type="text"/>	Search	edit ready to sign ready to submit

status	v	added	submit	valid to	pro #	pi	revby	title	app type
Edit	1	01/24/24							biomedical or behavioral
consents	4	06/18/21				Logsdon, Susannah (Sue) M	slogsdon	RSS e-sig training application	biomedical or behavioral

2) Click on the approved consent you would like to use.



Consent Forms

APPROVED CONSENT

- CONSENT FORM
Sep 1 2021 2:22PM - S NM/Pediatric /UNMC/UNO/

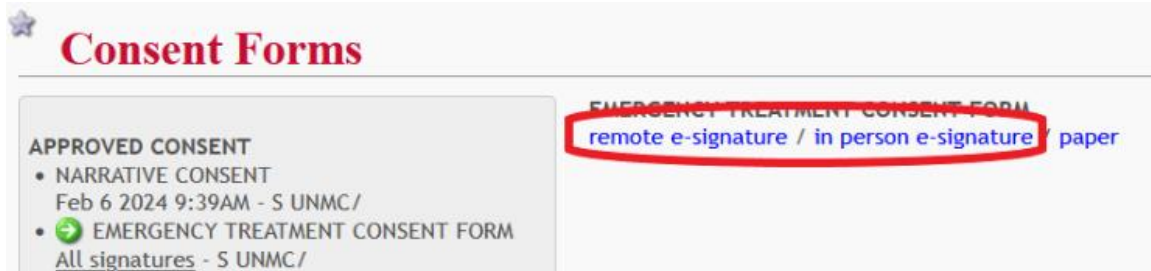
RSS Assist

e-consent requirements

Message Portal

Messages

3) Select “in person e-signature”.



The screenshot shows the 'Consent Forms' page with a list of approved consent forms. The 'EMERGENCY TREATMENT CONSENT FORM' is selected, and the options 'remote e-signature / in person e-signature' are circled in red.

APPROVED CONSENT
• NARRATIVE CONSENT Feb 6 2024 9:39AM - S UNMC/
• EMERGENCY TREATMENT CONSENT FORM All signatures - S UNMC/

EMERGENCY TREATMENT CONSENT FORM
remote e-signature / in person e-signature / paper

4) Fill in the appropriate fields.

For In-Person e-signature:

In person e-signature

This consent requires a digital signature

choose header for PDF

- UNMC
- NM
- Pediatric
- UNO

The options for header come directly from what you chose while creating the consent form.

Email address to send signed consent

This is the email address for the RECIPIENT of the consent form. This could be the subject, the parent, the LAR, etc. as appropriate.

Subject Name

Name

Name

List the name of the SUBJECT. Even if they are not signing it, this allows their name to appear.

Is subject signing?

Yes ▾

Select "No" if the subject won't be signing (i.e. children under 13, decisionally-impaired, etc.)

Medical Record Number (MRN) - optional

Contact Serial Number (CSN) - optional

This will only appear for the NM header.

You may list MRN and it will print out on the top of the consent form.

Witness Name

NOTE: will only appear if you selected "Signature of Witness" when creating the ICF.

Is a parent signing?

Yes ▾

Name

NOTE: will only appear if you selected "Signature of Parent" when creating the ICF. The *Name* text box appears after you click "Yes" if the parent is signing.

You can [add a second parent](#) as necessary.

[add second parent](#)

Is a LAR signing?

Yes ▾

Name

NOTE: will only appear if you selected "Signature of LAR" when creating the ICF. The *Name* text box appears after you click "Yes" if the LAR is signing.

5) Select the **name and email of the person obtaining consent.**

e-Signature for:

Signature of Person Obtaining Consent

choose one

- DeHaai, Kristi - krdehaai@unmc.edu
- Logsdon, Sue - slogsdon@unmc.edu
- Odvody, Jessica - jessica.odvody@unmc.edu

6) Select **“submit”** at the top.

CONSENT FORM

[remote e-signature](#) / [in person e-signature](#) / [paper](#)

SUBMIT



In person e-signature

This consent requires a digital signature

7) RSS generates a link to open the consent form. When the study personnel clicks on the link, the consent form opens in a separate browser window.


CONSENT FORM

<https://apsrdv10.unmc.edu>

/rss/rss_irb_e_consent_inperson.php?tk=1wAOL12JkxRImFEAO4S3KSh06vgV6



[remote e-signature](#) / [in person e-signature](#) / [paper](#)



IRB PROTOCOL # not assigned

CONSENT FORM

Title of this Research Study
RSS e-sig training application

Invitation and Summary

You are invited to be in this research study. Taking part in this research is voluntary. You do not have to take part. For the purposes of this document: "You" can refer to:

- Yourself
- The person for whom you are the Legally Authorized Representative (LAR)
- Your child under the age of 19.

"Organization" can refer to: University of Nebraska Medical Center (UNMC), Nebraska Medicine (NM), University of Nebraska at Omaha (UNO) or Children's Hospital & Medical Center (CH&MC).

Here is a summary of the purpose, methods, risks, benefits, and alternatives, to help you decide whether or not to take part in the research.

fasdfas

Why are you being asked to be in this research study?
fadsfa

What is the reason for doing this research study?
afds

What will be done during this research study?
When we no longer need the sample(s) for this research, we may take the identifiers off the sample(s) and use them for future studies. This is called "biobanking." Your sample(s) could be used for other research studies without asking you for your permission. This future research may be related to the study you are in now, or to your disease or condition, or to a different disease, condition, or to the study of normal body function.

- 8) Once the proper informed consent process is completed and the subject indicates they want to participate, the subject will:
- check the box that they're ready to sign.
 - sign their name (using a mouse/cursor or a finger if it's a touch screen).
 - click "sign".

After the subject signs, the person obtaining consent will sign their name and click "sign".

I have discussed this and I am ready to sign.

Signature of Subject



clear sign

Megan Berger

My signature certifies that all the elements of informed consent described on this consent form have been explained fully to the subject. In my judgment, the subject possesses the legal capacity to give informed consent to participate in this research and is voluntarily and knowingly giving informed consent to participate

Signature of Person Obtaining Consent



clear sign


Logsdon, Sue

- 9) After all of the necessary parties sign, a "submit" button will appear. Click this to generate the digital signatures.

signature saved
Megan Berger

My signature certifies that all the elements of informed consent described on this consent form have informed consent to participate in this research and is voluntarily and knowingly giving informed con

Signature of Person Obtaining Consent



signature saved
Logsdon, Sue

You must select submit below to generate a digital signature and upload a copy into REDCap

submit

10) RSS emails a PDF copy of the electronically signed consent form to the subject/parent/LAR.

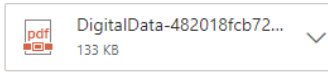
consent



notifications@net.unmc.edu

Thu 1/27/2022 4:21 PM

To: Gordon, Bruce G



The following key is a hash of the signed consent's digital signature: 88716a27faaffb5b078bf89e265f6d49

[Reply](#) | [Forward](#)