

Last updated 8/28/2026

Signing an IRB Application

This document is designed to explain the process for signing an IRB application prior to submission.

An IRB application cannot be submitted without the Principal Investigator (PI) signature, and the PI cannot sign the IRB application until all other fields are completed. When applicable, it also cannot be submitted until the Faculty Advisor has signed.

NOTE: an orange arrow indicates a section that still needs to be addressed.

If you are looking for guidance on how to create and navigate a new IRB application, please visit our [RSS Guides webpage](#).

Signing an IRB Application:

- 1) Once you've **completed ALL fields** in your application and there are no other orange arrows to address, you are now ready to sign the application.

Enter **Section 1** of the application (this can be done by clicking the header "**SECTION 1**").

SECTION I

1. Title of Protocol:...
2. Responsible Personnel:...
3. Funding Source:...
4. Deadline for IRB Approval...
5. Contract...
6. Agreements...
7. Study Sites:...
8. Principal Investigator Ass...
9. Principal Investigator Fin...

SECTION II

SECTION III

2) Go to **Section I.9**: Principal Investigator Financial Interest Disclosure.

9. Principal Investigator Financial Interest Disclosure

A. As the PI, I declare:
[Collaborate/Comment](#) (No comments exist)

Note: In accordance with 1) UNMC Conflict of Interest Policy 8010, and 2) HRPP Policy, all actual or potential financial conflicts of interest of Responsible Person management. Responsible Personnel are defined as the Principal Investigator, Secondary Investigator, Participating Personnel, Lead Coordinator, and Coordinator or spouse of a parent, spouse, dependent child of a covered person, or anyone that a Covered Person may claim as a dependent under the Internal Revenue Code.

- Consulting relationship including speaker's bureaus, advisory board member or other work on behalf of the sponsor outside of university grant
- Ownership of any intellectual property (patent, copyright or royalty)
- Equity interest (stocks/other company ownership, except for mutual funds)
- Personal loans
- Director, officer, employee or owner
- Other payment or financial remuneration involving you or your immediate family and a sponsor

☒ I have no financial interest in this research.
☐ I have a financial interest in this research.

B. As the PI, I understand
[Collaborate/Comment](#) (No comments exist)

☒ I must disclose any change in my financial interest during the course of this research within five (5) business days from the time the change becomes known.

C. As the PI, I certify that:
[Collaborate/Comment](#) (No comments exist)

☒ No Responsible Personnel have a financial interest in this research.
☐ The Responsible Personnel Listed below have informed me that they have a financial interest in this research.

D. I have informed all Responsible Personnel that if there is any change in their financial interests during the course of this study, the change becomes known.
Berger, Megan K [click to sign](#)

NOTE: If you do not see a link to sign, check that the Financial COI Disclosure questions in the previous section are answered first and click **"SAVE"**.

The COI questions must be answered first before the link to sign is available.

Are you filling in an application on behalf of the PI?

Only the PI can fill in the financial interest information; no other member of the research team may do this for them. Once the application is ready to be signed:

- Click **"Exit Application"**
- Instruct the PI to enter the application, read through the financial interest and assurance information (section I of the application), and sign as per the instructions above
- It should now be ready for submission

Are you a student PI with a Faculty Advisor?

In addition to the PI completing their financial interest disclosure and assurance signature, **the Faculty Advisor must also complete a certification section**:

10. Certification of Faculty Advisor

As the Faculty Advisor,
[Collaborate/Comment](#) (No comments exist)

☐ I do not have a financial conflict of interest associated with this study.
☐ I do have a financial conflict of interest associated with this study.

My signature certifies that I have reviewed this IRB application and I approve it for submission to the IRB. I assume responsibility for the overall supervision of this research. I will advise the student on the responsible conduct of research including compliance with all applicable federal regulations, state laws, and HRPP policies.

Logsdon, Sue M - not signed

Only the Faculty Advisor can fill this information in; no other member of the research team may do this for them.

- Click **"Exit Application"**
- Instruct the Faculty Advisor to enter the application, read through the financial interest and assurance information (section I of the application), and sign as per the instructions above

3) Click “**click to sign**” and a pop up will appear.

4) Read through the signature information, and at the bottom click “**AGREE**”

• Ownership of any intellectual property (patent, copyright or royalty)
• Equity interest (stocks/other company ownership, except for mutual funds)
• Personal loans
• Director, officer, employee or owner
• Other payment or financial remuneration involving you or your immediate family and a sponsor

Answer
I have no financial interest in this research.

B. As the PI, I understand
Answer
I must disclose any change in my financial interest during the course of this research within five (5) business days from the time the change becomes known.

C. As the PI, I certify that:
Answer
No Responsible Personnel have a financial interest in this research.

Each person selected below has completed the UNMC Disclosure of Potential Conflict of Interest Form and obtained all required signatures. The original disclosure form is attached as a document to this application.
Answer

D. I have informed all Responsible Personnel that if there is any change in their financial interests during the course of this study it must be disclosed within five (5) business days from the time the change becomes known.
Answer

By signing this application, you agree to the above statements.

AGREE **D. AGREE**

close

NOTE: Once you click “AGREE”, the screen will automatically save and refresh.



5) Both Section I.8 and I.9 should now be signed.

8. Principal Investigator Assurance
The PI understands and accepts the following

- All information in this application is correct
- I will conduct the research as described
- I will not initiate any change without IR approval
- I will ensure that all research personnel are properly trained
- I will fulfill my responsibilities as PI, de
- I will follow all applicable HRPP and ins

Berger, Megan K - Aug 17 2026 3:50PM

C. As the PI, I certify that:
[Collaborate/Comment](#) (No comments exist)

☒ No Responsible Personnel have a financial interest in the research

☐ The Responsible Personnel listed below have a financial interest in the research

D. I have informed all Responsible Personnel that if there is any change in their financial interests during the course of this study it must be disclosed within five (5) business days from the time the change becomes known.

Berger, Megan K - Aug 17 2026 3:50PM