THE UNIVERSITY OF ARIZONA

Human Subjects
Protection Program

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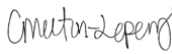
To: To Whom It May Concern

From: Christine Melon-Lopez, MS, CIP
            Director

            Cmeton-Lepeng

Date: September 13, 2021

Subject: eIRB System Electronic Signature Policy

The University of Arizona Human Subjects Protection Program (HSPP) does not provide signatures on IRB approvals generated through its web based electronic IRB system (eIRB). All approval letters generated from the electronic system are considered official UA IRB business. Approvals generated in the electronic system are only sent by individuals who have been authorized by the UA IRB.

The University of Arizona eIRB system authenticates all users according to their assigned role within eIRB. In order to log-in, users must authenticate via UA NetID login by providing their institutional ID name and password. The IRB Chair, Co-Chair, Vice-Chair and other specific designees are the only users authorized to grant approvals for Expedite and Full Committee research.

The IRB defines an electronic signature as "a process/action that is logically associated with a record and executed by an authorized person with the intent to sign the record." IRB approvals are digitally signed because those who grant approvals have been authenticated as part of the log-in process and understand that his/her review is done with the 'intent to sign the record.' While the documents may not display a visible signature, we can validate the approval of any document that was properly submitted and reviewed. If you have any questions, please contact our office and we will be glad to assist you.