IRB Application
DocuSign Instructions

Step 1: Click on the DocuSign Form link:

Office of Research Compliance

IRB Application

NEW

Our IRB application has been updated as of 05/2023. The application language has been drastically updated and we are now requesting everyone submit their applications using DocuSign. Please follow the instructions below.

Forms and Resources:

- IRB Application (Word document)
- IRB DocuSign Form
- DocuSign Instructions

Step 2: Fill out your information.

PowerForm Signer Information

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Principal Investigator

Your Name: *

Full Name

Your Email: *

Email Address

Step 2A: Fill out faculty mentor and other Co-PI information as necessary.
    If you are a student, you **MUST** have a faculty mentor sign off on your application.

Faculty Mentor

Name:

Faculty Name

Email:

faculty@msubillings.edu

Co-PI 1

Name:

Jeff Smith

Email:

jsmith@gmail.com

Step 3: Once you have all of your names and addresses added, click "Begin Signing."

BEGIN SIGNING

Step 4: Check the necessary Conflict of Interest boxes.

Please note that in 20.2, you should **only check <u>ONE BOX</u>** (a, b, OR c).

20. Conflict of Interest

By signing below, I hereby certify:

1. I have read and understand Montana State University Billings' Conflict of Interest Policy
http://msubillings.edu/humres/procedures/408%20-%20Conflict%20of%20Interest.pdf

☐ PI ☐ Co-PI ☐ Co-PI ☐ Co-PI ☐ Co-PI ☐ Co-PI ☐ Co-PI

2. I have (check only **ONE BOX** per contributing investigator):

a) No relationships, contractual commitments, or financial interests that are or might reasonably be perceived to be in conflict with my duties and responsibilities at MSU Billings;

☐ PI ☐ Co-PI ☐ Co-PI ☐ Co-PI ☐ Co-PI ☐ Co-PI ☐ Co-PI

b) A potential conflict of interest which has been duly disclosed previously and there has been no change which requires an updated disclosure; or

☐ PI ☐ Co-PI ☐ Co-PI ☐ Co-PI ☐ Co-PI ☐ Co-PI ☐ Co-PI

c) Potential conflicts of interest not previously disclosed. If checked, you must complete and submit a Conflict of Interest Disclosure Statement
https://www.msubillings.edu/intranet/humres/forms/Conflict%20of%20Interest%20Form.pdf
to the Human Resources Office and provide a copy to the ORC

☐ PI ☐ Co-PI ☐ Co-PI ☐ Co-PI ☐ Co-PI ☐ Co-PI ☐ Co-PI

Step 5: Upload your attachments. At the very least, this should include your IRB application and CITI training. Most other projects also require location approval and a data collection instrument.

21. Attachments:

| Full Application	Location Approval	CITI Training Certificates	Data Collect Instrument	Other Attachments
↓ 📎	↓ 📎	↓ 📎	↓ 📎	↓ 📎 Optional

Step 6: Add your signature (the date will autofill).

22. Signatures

By signing and submitting this form, you agree that the information you have provided is true and accurate to the best of your knowledge and ability and acknowledge your continuing obligation to update disclosures when there is a significant change in personal or financial interests creating potential Conflicts of Interest.

Sign ↓

Principal Investigator   5/5/2023
                                                                    Date

Step 7: Click the "FINISH" button to complete your part of the signature page.
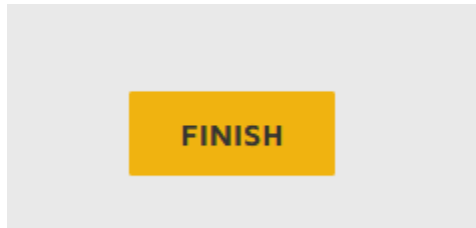
FINISH

Once you hit "FINISH," your DocuSign form will go to the next person in the queue (faculty mentor or Co-PI) for their signature. Once all signatures are gathered, the completed document will go to the IRB for review.

If you need to make changes to your form or have any questions, please contact irb@msubillings.edu.