## **Creating a Digital Signature in Adobe Reader**

- Save As . . . . . . • + Search IRB Application \_ P AaBbCc AaB AaBbCel AaBbCeD A Graduate Student Test Folder + IRB Application Package Heading 2 Subtitle Subtle Emp Title II. • 0 Organize • New folder Stoles Date modified Type Size Ubraries Test Student 1234567 IRB Application St. 1/26/2016 10:44 A. Adobe Acrobat D. 408 KE 3 Docum nest, Student\_1234567\_IRB Application 1/25/2016 4:57 PM Adobe Acrobat D... 327 K8 A Music knowledge my responsibilities as Pictures L Videos eflects the proposed research n approval from the IRB. Computer roblems and adverse ev dy that may affect the risks and benefits Windows (C:) I Home (H) - ions (amendments) to this prot res and/or changes in personne Private (P) File name: Test Student 1234567 IR8 Application al Investigator Training Module and Save as type PDF e been appropriately trained in human as aring adherence to applicable Federal is relative to the protection of the rights Taos: Add a tao ze for: Standard (publishing online and printing) Qptions\_ nissions from study sites 🕑 Minimum size his study is subject to continuing revist yearly. Toojs 🔻 Save Cancel Hide Folders 1/25/16 DATE (SIGNATURE) Co-PI (PRINT NAME) DATE
- 1. Once you have completed your APUS IRB Application, Save As a .pdf.

2. Open the .pdf document in Adobe Reader, select Sign:



Note: Your document may open automatically in whatever Adobe Program you have. If it opens in Adobe Acrobat, see the document **Creating a Digital Signature in Adobe Acrobat**.

3. Once you see the Place Signature dialog box, select how you would like to add your signature. You can select Type my signature using 1 of 3 signature styles, Draw my signature, allowing you to use an image of your signature.

How would you like to create your	r signature?	0	
Type my signature	]		
Type my signature			
Draw my signature			
Use an image			
Use a certificate			
Change Signature Style	(Style 2 of 3)		
Change Signature Style	(Style 2 of 3)		

4. Once you decide how you want to add your signature, place your signature.

(a) (a) (a) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c	Tools Sign Comment
Use this area to add any additional information that you believe is relevant to the IRB's review of your study.	
<ul> <li>SECTION P: Investigator Assurances</li> <li>As a PI or Co-PI, I certify the following: <ul> <li>I have reviewed this protocol submission and acknowledge my responsibilities as Principal Investigator.</li> <li>The information in this submission accurately reflects the proposed research.</li> <li>I will not initiate this study until I receive written approval from the IRB.</li> <li>I will promptly report to the IRB any unanticipated problems and adverse events, as well as any findings during the course of the study that may affect the risks and benefits to the subjects.</li> <li>I will obtain prior written approval for modifications (amendments) to this protocol including, but not limited to, changes in procedures and/or changes in personnel.</li> <li>I have completed the CITI Social and Behavioral Investigator Training Module and have read the Belmont Report.</li> <li>All research personnel involved in the study have been appropriately trained in human subjects' protection. I accept responsibility for assuring adherence to applicable Federal and State research regulations and APUS polices relative to the protection of the rights and welfare of the subjects renolled in this study.</li> <li>I have obtained, or will obtain, all necessary permissions from study sites.</li> <li>Unless given Exempt Status, I understand that this study is subject to continuing review and approval by the IRB which will occur at least yearly.</li> </ul> </li> </ul>	<ul> <li>Place Signature</li> <li>Send Signed Document</li> <li>Powered by Adobe EchoSign</li> <li>Get Others to Sign</li> <li>Work with Certificates</li> </ul>

5. Save as adding 'signed' to your filename.



6. Send your file to your Faculty Advisor for their signature.