

# E-Signatures in iStar Reference Guide

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Last Updated: 8/30/22

E-Signatures in iStar are used to capture the personnel's agreement to participate in IACUC Protocols or IBC BUAs. Since the PI is already agreeing to the PI Assurances when they submit the application, they do not need to run the **Agree to Participate** activity. However, the PI cannot submit the application till all the required personnel who needs to sign off have done so. The **Send E-Signature Required Notification** activity is used to send out notifications to the personnel who have not signed off to assist in the process.

## Send E-Signature Required Notification activity

By default, no notifications would be sent to the personnel informing them their e-signature is required unless the **Send E-Signature Required Notification** activity is run. The reason for this is to minimize the amount of system emails that gets sent and provide to the PI or anybody specified as personnel as much control as possible.

It is recommended that the activity be run at least once in the beginning when most of the application is completed to inform the personnel that need to look at the application and provide their e-signature. Afterwards, the activity can run as many times as necessary to email the remaining individuals who have not signed off.

The person running the activity will get CC'd in the email notification.

**Send E-Signature Required Notification**

IACUC Protocol: New Test! (APPL-22-00118)

### Send E-Signature Required Notification

This activity will send email to the staff indicated below that their agreement and sign off is required.

**Important Note: PIs and individuals not handling animals do not have to sign off.**

Press "OK" to send the email. If you do not wish to send an email at this time, press "Cancel".

**Personnel Not Signed Off**

- Leo Mascarenhas (Study Staff Member)
- Cecilia Cho (Other)
- Jiyoung Lee (Research Assistant or Associate)
- Yumei Li (Research Assistant or Associate)
- Kuen-Nan Tsai (Research Assistant or Associate)
- Christine Wu (Study Staff Member)
- Yunyun Su (Study Staff Member)
- Johnson Kwong (Lab Manager)

OK Cancel

*Send E-Signature Required Notification activity for IACUC*

## Agree to Participate activity

The **Agree to Participate** activity is how personnel agrees to the duties expected of them by being in an IACUC protocol or IBC BUA. Depending on the committee, there might be additional items that needs to be completed when personnel run this activity.

For **USC IACUC**, all personnel handling animals with the exception of the PI in New Submissions and Third Year Renewals must **Agree to Participate**. In addition, personnel would need to provide a 24 Hour Contact Number that is different from their office number.

**Agree to Participate**

IACUC Protocol: New Test! (APPL-22-00118)

### Agree to Participate

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**24 Hour Contact Number**

Should we need to get ahold of you urgently, please provide/verify the 24 Hour Contact Number on file:

\* 24 Hour Contact Number:

**By participating in this protocol, I accept responsibility for the following:**

- I will read, understand, and strictly follow the procedures of the final version of this protocol as written in iStar and as approved by the IACUC;
- I will ensure that I am adequately trained and will seek additional appropriate training as needed in order to fulfill my role in this protocol and in order to work with animals humanely;
- In the event that animals in this study experience pain or distress which cannot be adequately relieved, I will euthanize those animals immediately based on recommendations of the Animal Resources veterinary staff or IACUC;
- I have reviewed and agree to abide by all institutional policies governing the use of vertebrate animals for research, testing, teaching or demonstration purposes at USC (policies can be found at dar.usc.edu);
- I agree to abide by the Guide for the Care and Use of Laboratory Animals, the USDA Animal Welfare Regulations (CFR 2011), and Public Health Service Policy on Humane Care and Use of Laboratory Animals;
- I certify that I have read and agreed to the foregoing statements and that my submission of this application has the same force and effect as my written signature.

**eSignature**

By Endorsing the "I agree" box below, I accept these conditions:

\* I Agree:  Yes  No [Clear](#)

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Name: [Johnson Kwong](#)  
**USC-CHLA iStar Information Technology**

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Date: Mon Aug 29 11:03:34 2022

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Agree to Participate activity for IACUC

For all IBC applications, all personnel will need to **Agree to Participate** with the exception of the PI.

For **USC IBC**, personnel would also need to provide a response of whether they will adhere to the Emergency Response Operations Plan.

**Agree to Participate**

Biohazardous Use Application: BUA for Johnson Kwong (BUA-APP-15-00087)

### Agree to Participate

**Emergency Response Operations Plan**

Please review the [USC Emergency Response Operations Plan](#) and agree to adhere to it below.

\* Do you agree to adhere to the USC Emergency Response Operations Plan?

Yes  No [Clear](#)

**By submitting this form, I am agreeing that:**

- I have been informed of my expected duties
- I have been informed of all potential hazards and safe work practices associated with this work
- I understand and will follow approved laboratory standard operating procedures

**eSignature**

\* I Agree  Yes  No [Clear](#)

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Name: [Johnson Kwong](#)  
**USC-CHLA iStar Information  
Technology**

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Date: Mon Aug 29 09:48:15 2022

*Agree to Participate activity for USC IBC*

For **CHLA IBC**, personnel would also need to provide a response to whether they want to opt out of Hepatitis B vaccination and a response to whether they will adhere to the CHLA Emergency Plan.

**Agree to Participate**

Biohazardous Use Application: test (IBC-APP-21-009)

### Agree to Participate

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**Hepatitis B Vaccination**

The IBC recommends that all individuals working with human derived materials are strongly encouraged to be vaccinated for Hepatitis B. Vaccination is offered free of charge. Please contact Employee Health Services at 323-361-2533 to arrange for vaccination.

Based on our records in iStar that is maintained by the CHLA IBC Office, you do not have a Hepatitis B vaccination date on file.

If you already have been vaccinated, please contact **CHLA IBC** at (323) 361-6629 to update your records in iStar. Otherwise, you need to opt out below to continue.

\* Do you want to opt out of Hepatitis B vaccination?  Yes  No [Clear](#)

**IBC Emergency Plan**

Please review the [IBC Emergency Plan](#) and agree to adhere to it below.

\* Do you agree to adhere to the IBC Emergency Plan?  Yes  No [Clear](#)

**By submitting this form, I am agreeing that:**

- I am aware of any potential hazards involved in this protocol, safe work practices, availability of medical surveillance and agree to abide by any approved laboratory practices and procedures outlined in the protocol and all relevant policies.

**eSignature**

\* I Agree  Yes  No [Clear](#)

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Name: [Johnson Kwong](#)  
**USC-CHLA iStar Information  
Technology**

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Date: Mon Aug 29 09:55:21 2022

**OK** **Cancel**

Agree to Participate activity for CHLA IBC

## Researchers tab

The **Researchers** tab is convenient way to figure out what individuals need to sign off and haven't done so. It also contains information about a person's training, as well as their contact information and roles/responsibilities in the study. For IACUC, animal handling information is also displayed.

For IACUC, there is a **Researchers** tab under the **Summary Box** that contains information of all personnel that is in the application. Within this section, there is a column for **Sign Off Status** that shows whether an e-signature was provided. The information in the **Researchers** tab can also be found in the **Personnel** section of the application. A **Researchers** tab in the IBC workspace will be available in Fall 2022.

The screenshot shows the IACUC Development application interface. The top navigation bar includes Dashboard, IRB, IACUC, IBC, RSC, and Committees. The IACUC section is active, showing sub-sections for Amendments, Renewals, Monitoring Reports, and Non Compliance Reports. The current state is 'Pre Submission' for 'Johnson Protocol Testing 1' (Protocol APPL-12-00001). The summary box lists the Principal Investigator as Johnson Kwong, Submission Type as New Protocol, Project Type as Research, and Species as Cephalopod, Mouse, Octopus, and Sheep. The Researchers tab is highlighted in the navigation menu, and a red arrow points to it. Below the navigation menu, a table lists personnel with columns for Role, Animal Handling, Sign Off Status, and Certifications.

Personnel	Role	Animal Handling	Sign Off Status	Certifications
Johnson Kwong Research Programmer Analyst USC-CHLA iStar Information Technology kwongj@med.usc.edu USC ID: 3212407760a 24 Hour Number: 123-456-7890	Principal Investigator	Handle Animals	E-Signature	GCULA
Martin Koning-Bastiaan Director of Research Technology USC-CHLA iStar Information Technology mjkb@med.usc.edu Business Number: 323-276-2232 24 Hour Number: 626-689-0594	Co-Investigator	Handle Animals	E-Signature	

### Protocol Workspace for USC IACUC

#### 1.4. Project Personnel and their roles:

List all individuals who will be involved with the project, including the Principal Investigator. The Principal Investigator listed in the IACUC protocol must match that listed in the grant proposal.

To delete an individual, use the button located on the right side of the respective row.

Personnel	Role	Animal Handling	Sign Off Status	Certifications
Johnson Kwong Research Programmer Analyst USC-CHLA iStar Information Technology kwongj@med.usc.edu USC ID: 3212407760a 24 Hour Number: 123-456-7890	Principal Investigator	Handle Animals	E-Signature	GCULA
Martin Koning-Bastiaan Director of Research Technology USC-CHLA iStar Information Technology mjkb@med.usc.edu Business Number: 323-276-2232 24 Hour Number: 626-689-0594	Co-Investigator	Handle Animals	E-Signature	

### Personnel Section 1.4. in USC IACUC application

## Technical Issues

If you encounter any technical issues with the iStar system, you can reach the Research Technology Services (RTS) team at [istar@usc.edu](mailto:istar@usc.edu)

If you have any questions related to policy, please reach out to the respective committee:

- USC IACUC (323) 442-1689, [iacuc@usc.edu](mailto:iacuc@usc.edu)
- USC IBC (323) 442-2200, [biosafety@usc.edu](mailto:biosafety@usc.edu)
- CHLA IBC (323) 361-6629, [ibc@chla.usc.edu](mailto:ibc@chla.usc.edu)