FACULTY RESEARCH SUPERVISOR SIGNATURE IN CYBERIRB

**Step One**  
You will receive an email from CyberIRB to inform you that you need to complete a task in CyberIRB.

**Step Two**  
Navigate to [www.CyberIRB.us/bc](http://www.CyberIRB.us/bc) and log into CyberIRB using your BC credentials (the same BC username and BC password you use for Agora).

**Step Three**  
Find the task to “sign and submit” in your “My InBox” tab in CyberIRB. Click on “Sign and Submit”.

![Login to CyberIRB](https://login.bc.edu/cas/login?service=https%3A%2F%2Flogin.bc.edu%2Fidp%2FAuthn%2FExtCas%3FconversationId%3DDe1s1kentlyId%3Dhttp%3A%2F%2F)

![Sign in to CyberIRB](https://login.bc.edu/cas/login?service=https%3A%2F%2Flogin.bc.edu%2Fidp%2FAuthn%2FExtCas%3FconversationId%3DDe1s1kentlyId%3Dhttp%3A%2F%2F)
Step Four
Clicking on “Sign and Submit” will navigate you to the protocol summary page for that IRB application. You can view the protocol in TWO ways.

Option 1: Here you can review the submission one page at a time by clicking on the sections of the protocol that are highlighted below in the left hand navigation panel:

Option 2: Click Print Application to get a print preview of the whole application form:
AND you can review any Supporting Documents submitted, Emails related to the study, or the dates the study changed into a different stage. Just click on the tab and then, if there’s more information, the specific row.
Step Five
When you have finished reviewing the protocol, you have two options. You can send the study back to the originator (your student) to make changes to the application OR you can Sign and Send the study.

Clicking “Sign and Send” opens a dialogue box. Click “Send” to apply your electronic signature.

After signing the protocol, it will automatically be sent to the IRB office.