Tip 2: Completing Fillable PDF Forms for Downstate IRB Submission:

Note: Instructions may vary due to the software version or computer settings. Please consult the Downstate Help Desk for questions about computer settings or software.

Step-by-Step Instructions:

1. **Saving the Downstate IRB Form on the desktop:**
   a) Download the applicable Downstate IRB Form from the applicable Step from the IRB Submission web page, at: https://www.downstate.edu/research/research-services/institutional-review-board/electronic-application-process.html
   b) Before filling out the form, save the form on your computer with a descriptive file name, such as "8383730_survey4_exempt-application_01.15.2023"
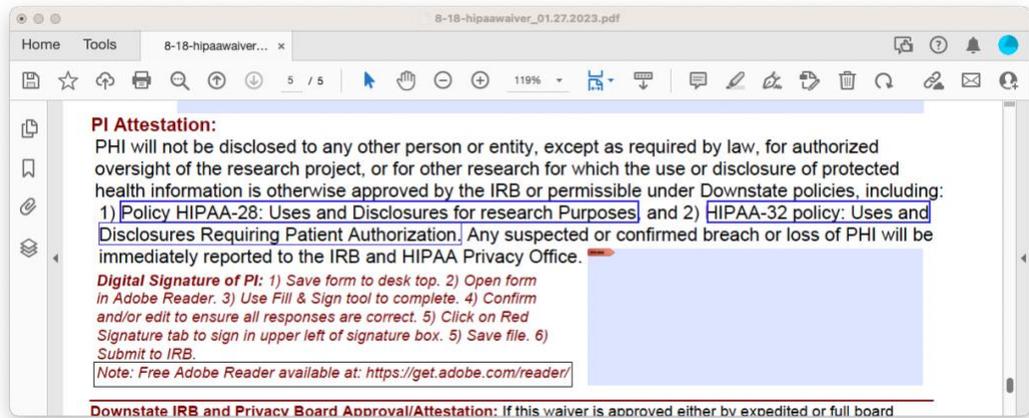   c) You may now close the form so that it may be imported into Adobe Reader as indicated below.

2. **Complete the form:**
   a) Open Adobe Reader on your computer. *Note: The "Adobe Reader" software is available for free download at https://get.adobe.com/reader/ or https://www.adobe.com.*
   b) The form must be filled out properly in Adobe Reader to permit the use of dynamic functions such as scrolling and the e-signature feature.
   c) Navigate to "Tools" and click on the "Fill & Sign" icon.
   d) Click on "Select a File", navigate to the form, select it, and click open. The form can now be viewed and completed.
   e) Fill out the form by clicking on the fields and entering the required information.
   f) Review and edit any responses to ensure accuracy.
   g) A digital signature is required on certain Downstate IRB forms (e.g., HIPAA Waiver, Individual Investigator Agreement, Honest Broker (to be updated), Delegation of Signature (to be updated). Please review step 3 below to obtain a digital signature.
   h) Save the completed form on your computer and rename the file if necessary.
   i) Forward the form for signature, when applicable.

3. **Digital Signature:**
   The IRB incorporates "Digital Signatures" in the forms which require electronic signatures. A digital signature is an e-signature that is generated using a digital certificate and cryptographically bound to the document using public key infrastructure (PKI). Digital signatures comply with regulatory requirements around the world and provide the highest level of identity assurance with digital documents. *Please note that this is **NOT** a signature fillable block that is sometimes seen on PDF forms where you could just type or draw your signature.*

a) If you received the document from someone else, complete the above steps first.
b) Be sure you navigate to "Tools" and click on the "Fill & Sign" icon; otherwise, you will not be able to see the signature box on the form nor be able to execute a digital signature.
c) Review form to ensure content is correct before signing it.
d) Make any necessary changes and save it on your computer.
e) Navigate to the signature section of the document.
f) DO NOT CLICK THE "Sign yourself" button at the top of the adobe form, as this is NOT a digital signature.
g) Click on the "Red Tab" (see image below) in the upper left corner of the signature box. Adobe will prompt you to sign the document. Follow the instructions to establish a digital certificate if you do not have one set up on your computer.

4. **Submit the completed form to the IRB using IRBNet.**