

Signing Documents and Logs in eBinders

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knowledge changing life



Electronic Signatures

- Equivalent of handwritten signature
- Available on multiple devices (computer, tablet, phone)
- Available from any location with internet access

Signature Types

- Addendum signature
 - Does not appear on the document but can be downloaded
 - Used to document training (protocol, IB, etc.), certify copies of uploaded documents
- Stamp signature
 - Appears on the document
 - Used for logs, FDA forms, financial disclosures, protocol/IB receipt forms, CVs, etc.

What to Sign?

- Scheduled notification
 - Email from Florence system (florence@researchbinders.com)
 - Can be coordinated to administrative day
- Emailed notification
 - Email from requester (via Florence system)
 - Used for time-sensitive communications
- Tips –
 - Don't change the 'Reason for Signing' field
 - If a 'Date' field is included, a typed date is required (e.g., FDA forms)
 - Click 'Yes Keep Signing' to complete all documents in your queue

How to Sign – Delegation Log (PI)

- Field to sign might not be immediately visible
- Scroll to bottom of log, then to the right to see the PI signature column

foundation DOA log and signatures will not be requested for the transition record. Certified copies of earlier logs are provided in this folder.

er Protocol- cific Tasks	Start Date	End Date	Staff Acknowledgement	PI Signature	Actions
	21-Dec-2021		Megan Graham 21-Dec-2021	Pending Other User	⋮
	21-Dec-2021		Kathryn Hallada 21-Dec-2021	Pending Other User	⋮
	21-Dec-2021		Fabian Ortega 21-Dec-2021	Pending Other User	⋮

ADD ENTRY

DOA Log – Batch Signing

- PI can sign up to 10 log rows with one action
- Select rows by checking box to left of row; select ‘Sign’ on ‘Actions’ menu

MANAGE ▾ FINALIZE MONITOR ▾ VERSION (V1) ▾

ACTIONS ▾ My pending signatures

	Sign	Name	Staff start date	Staff end date	Staff Roles	Staff Signature	PI Sign
1	<input checked="" type="checkbox"/>	V1	Martti			→ SIGN HERE	Sign I
2	<input checked="" type="checkbox"/>	V1	Tarja			→ SIGN HERE	Sign I
3	<input checked="" type="checkbox"/>	V1	Sauli			→ SIGN HERE	Sign I
4	<input checked="" type="checkbox"/>	V1	Lauri			→ SIGN HERE	Sign I
5	<input checked="" type="checkbox"/>	V1	Carl			→ SIGN HERE	Sign I
6	<input checked="" type="checkbox"/>	V1	Juho			→ SIGN HERE	Sign I
7	<input checked="" type="checkbox"/>	V1	Kaarlo			→ SIGN HERE	Sign I
8	<input checked="" type="checkbox"/>	V1	Pehr			→ SIGN HERE	Sign I
9	<input type="checkbox"/>	V1				Sign Unrequested	Sign I

ADD ENTRY

DOA Log - Sign

- Enter PIN and Save

Save Row Signatures January Log ✕

CS Team / TEsting / eLogs / January Log

I, elina.huttunen@florencehc.com, am authorizing 8 row signatures. By signing, I am verifying that I have reviewed all selected data and understand this bulk signature is the legally binding equivalent of an individual electronic signature:

Row	Column	Reason
1	Staff Signature	Review
2	Staff Signature	Authorship
3	Staff Signature	Authorship
4	Staff Signature	Acknowledge

***Password**

*** Required by [21 CFR Part 11](#)**

How to Sign – FDA Forms

- Add date of signing, then complete signing process

5. FORWARD THE COMPLETED FORM AND OTHER DOCUMENTS BEING PROVIDED TO incorporate this information along with other technical data into an Investigational New Drug SHOULD NOT SEND THIS FORM DIRECTLY TO THE FOOD AND DRUG ADMINISTRATION

10. DATE (mm/dd/yyyy)

01/04/2022

11. SIGNATURE OF INVESTIGATOR

Sign

Click to sign

(WARNING: A willfully false statement is a criminal offense. U.S.C. Title 18, Sec. 1001.)

The information below applies only to requirements of the Paperwork Reduction Act of 1995.

The burden time for this collection of information is estimated to average 100 hours per response, including the time to review instructions, search existing data sources, gather

Depart
Food a

How to Sign –Forms

- Enter any data and check appropriate boxes, then click to sign
- Might need to scroll vertically to access all responses
- Examples
 - Financial Disclosure Forms (text, check boxes)
 - Feasibility Tools (text, check boxes)
 - Protocol and IB acknowledgement forms

How to Sign – Addendum Signature

- Addendum signatures do not appear on the document
- No yellow highlighted field
- Click ‘Sign’ and follow instructions



Declining a Signature

- When to decline?
 - Document sent in error (wrong signer)
 - Inaccurate information on document
- Click ‘Decline’ and enter reason for declining.
- Click ‘Decline’ button
- Requester will be informed of declined signature

Questions or Problems

- Contact Bruce Steinert (bsteinert@mcw.edu) or Marc Casati (mcasati@mcw.edu)
- Florence Help Desk (Florence@mcw.edu)