

CoIR Disclosure—Guide to Signature/Review Requirements

If your disclosure in eCol has any “yes” answers, please designate a Signer and a Reviewer as below. The First Level Signer must review/sign the form before it moves to the Col office for review and before compliance is achieved for purposes of eIRB submissions and processing.

If the employee is:	Disclosure must be signed and reviewed by:	
	<u>First Level Signer</u>	<u>Dean/Unit Leader Reviewer</u>
Faculty Member	Department Chair/Center or Institute Director	Dean/Vice President*
Faculty Member w/o a Dept Chair	Dean or Director*	Dean/Vice President (or N/A if this individual signs as Level 1)
Department Chair/Center or Institute Director	Dean/Vice President*	N/A
Executive Leadership Team Member	The officer to whom he or she is accountable.	N/A
Any employee not mentioned above	Direct supervisor	Dept Chair or Director (or middle management equivalent) unless the Executive Leadership Team member to which the employee's unit is accountable designates someone else.

* The following are designated reviewers for Dean or Vice President in the table above:

School of Medicine: Mary Stenzel-Poore (designee for Mark Richardson)

Research Centers & Institutes (e.g., Vollum, VGTI): Dana Director (designee for Dan Dorsa)

School of Nursing: Lillian Nail (Associate Dean)