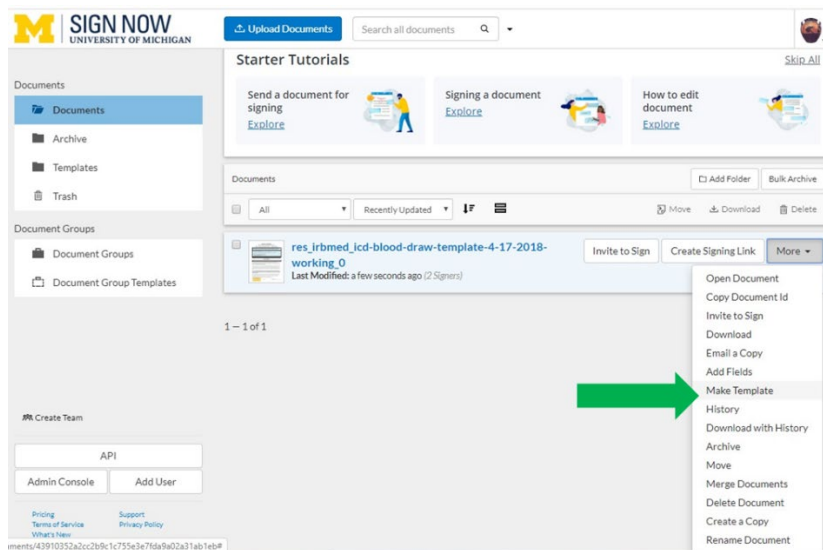


SignNow is electronic signature software that enables researchers to prepare consent, assent, and HIPAA authorization materials for electronic signatures and to send them electronically to appropriate signers. Part one of this presentation offered an overview of SignNow functionality.

SignNow templates with variable signers



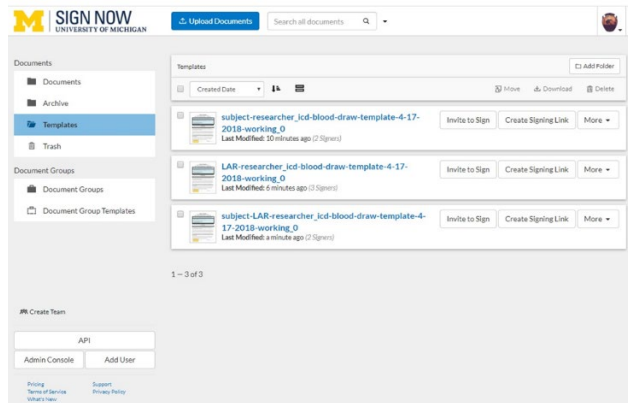
SignNow templates allow users to prepare documents in advance so that they are immediately ready for use each time a potential subject is identified. However, different circumstances may call for various combinations of document signers. For example, in some cases a legally authorized representative may be asked to sign in place of a subject, or a witness's signature may be required. Managing SignNow templates to accommodate multiple variable combinations of signers can be achieved by different methods. This presentation summarizes two approaches.

U-MIC TRANSCRIPT

Using SignNow in Electronic Informed Consent:

Part two: managing variable signers

Approach 1: multiple templates

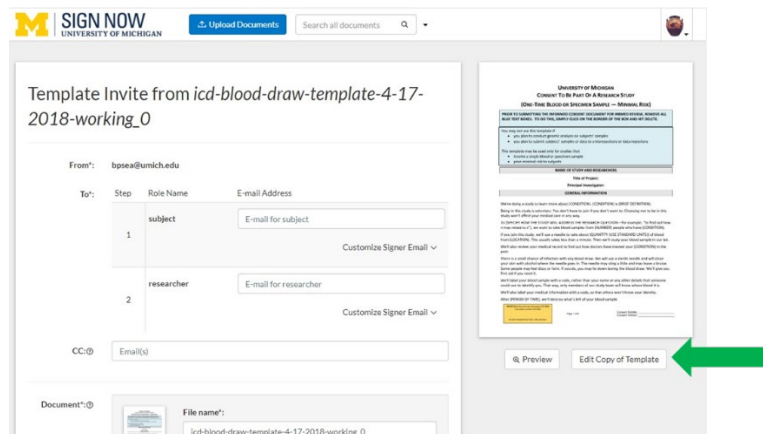


The study team may prepare multiple templates in advance, each corresponding to a unique combination of signers; for example:

- Template 1: subject-researcher
- Template 2: LAR-researcher
- Template 3: subject-LAR-researcher
 - such as in the cases where a single document is used for both child assent and parental permission

Once separate templates have been prepared for all possible signature combinations, the study team simply selects the template that corresponds to the consent situation at hand and invites its designated signers through the SignNow system.

Approach 2: altering a single template for each situation



U-MIC TRANSCRIPT

Using SignNow in Electronic Informed Consent:

Part two: managing variable signers

For studies in which the need for different combinations of signers is infrequent, another approach is to create a single template and then to use the **Edit Copy of Template** feature in the **invite to sign** box to add or remove signers to accommodate the situation at hand. To use this feature:

- Click **Edit Copy of Template**

Who is signing?

Enter the name and e-mail address of all the signers that need to sign this document.

Signing Step 1: these signers will be asked to sign first

lar Email [trash icon] + CC

Signing Step 2: these signers sign after all signers in prior group sign

researcher Email [trash icon] + CC

Signing Step 3

CC: Enter Email(s)

Recent Signers

- New Signer
- bpsea@umich.edu
- sjaustin@med.umich.edu
- addendum1970@gmail.com
- empitsu@mail.com
- empitsu@outlook.com

First lar will be asked to sign; then researcher will be asked to sign;

Cancel Save Signers

- The **Who Is Signing?** box opens; add and remove signers as appropriate; as always, make sure that the researcher is placed in the final step in the queue; when finished, click the **Save Signers** button

res_irbmed_icd-blood-draw-template-4-1...

SIGNATURES

Research Subject:

I understand the information printed on this form. My questions so far have been answered.

Signature of Subject: _____ Date: _____

Name (Print legal name): _____

Patient ID: _____ Date of Birth: _____

Legal Representative (if applicable):

Authorized to Give Consent: _____ Signature Field _____ Date: _____

Name (Print legal name): _____ Phone: _____

Address: _____

Check Relationship to Subject:

Parent Spouse Child Sibling Legal Guardian Other: _____

[If this consent is for a child who is a ward of the state (for example a foster child), please tell the study team immediately. The researchers may need to contact the IRB/MED.]

Reason subject is unable to sign for self: _____

SAVE AND INVITE

- This returns you to the page where signers and fields are added to a document; fields for any signers you removed in the previous step will now be gone; insert the appropriate fields for any signers you added in the previous step

U-MIC TRANSCRIPT

Using SignNow in Electronic Informed Consent:

Part two: managing variable signers

Invite for
res_irbmed_icd-blood-draw-template-4-17-2018-working_0

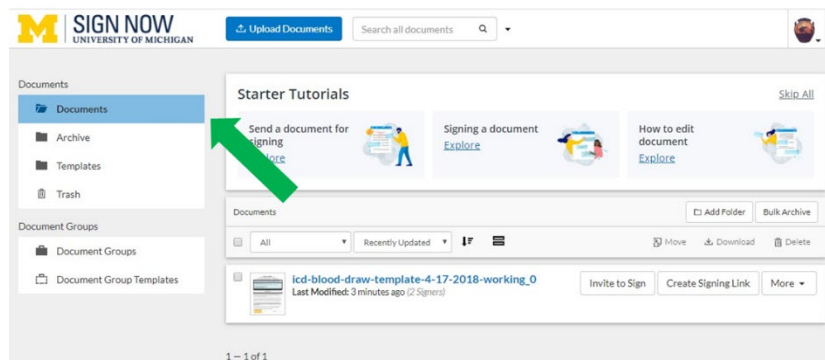
From: bpsea@u

Step	Role Name	E-mail Address
1	lar	E-mail for lar
2	researcher	E-mail for researcher

CC: Email(s)

Cancel Inviting * Required fields Advanced Options **Send Invite**

- When finished, click **Save and invite**, which returns you to the invite to sign box; your changes should now be reflected in the list of designated signers



- The **Edit Copy of Template** feature makes changes only to the document at hand, which now appears in SignNow's **documents** folder; the template itself, which resides in the **templates** folder, has not changed.

For more information about SignNow in electronic informed consent, contact Information and Technology Services or the IRB.

Posted May 12, 2020