**Question:**
If study personnel have attested via the paper mechanism, do they need to attest in iStar as well?

**Answer:**
Yes, the paper was a short-term fix until the attestation procedure could be completed in iStar.

**Question:**
How do I complete the attestation in iStar?

**Answer:**
Most people complete the attestation on their iStar dashboards (their iStar homepage under their PI & Staff Role).

**Question:**
I can’t tell if everyone has completed their attestation in iStar, I haven’t received an email.

**Answer:**
Emails are distributed per study, which means that the "Attest to COVID-19 Policies" activity needs to be run one more time when everyone has finished attesting for the email notification to be sent out.

In other words, filling out the attestation on the dashboard will propagate onto studies and is fine, BUT in order for the notification to get sent out for the particular study, the study team member needs to run the activity on the study after everyone has signed off. This is easy to tell on "Approved" studies, because the box will list the set of individuals who do need to sign and will go away after everyone has finished signing.

**Question:**
There are study personnel listed in the application who are no longer affiliated with the institution and I cannot remove them using the “edit study personnel” function in iStar.

**Answer:**
This function has been deactivated for applications were personnel have not attested. Please contact the iStar helpdesk/tach support at istar@usc.edu who will perform the task. Provide both the study ID and the list of individuals to be removed from the study to expedite the process.

If all study personnel have attested or the attestation is not required, the “edit study personnel” function should be available. Contact the iStar tech support if guidance or assistance is required.
**Question:**
I notice that some studies have a listing of all personnel who have yet to attest. Is it safe to assume that the list is accurate; for example, if a name is missing, then that person has already attested?

**Answer:**
Yes, that list is accurate and if a name is missing, they have already attested. This listing is only for “Approved Studies”. Studies in states prior to approvals will not have a listing.

**Question:**
Is there any way to add an icon, similar to the HS certificate icon to indicate the member of the study team has attested?

**Answer:**
This request has been submitted to the development portal.

**Question:**
Can we create a question “are study procedures in-person”?

**Answer:**
The application has been updated, 9.1.1 includes a new question “Will anyone on this study have direct in-person interaction with participants? (yes/no)”. However, may not be seen in the printer friendly version. The iStar techs are working on this.

If you open the “View Study” below the state change box on the main study). The approval notice should be visible if the study team answered “Yes” to question 9.1.1. The PI approval notice, if required to answer, is always visible on the aforementioned “View Study”.

**Question:**
Can you please clarify where the confirmation that the Approved PI level plan is located in iStar? Is this also included when an amendment or continuing review is submitted?

**Answer:**
PI level approval notice has been added to the Printer Friendly Version of the application. The plan is found only on the main study, not on amendments.

**Question:**
What about existing studies where the question didn’t exist before? Will the PI have to submit an amendment to answer “yes” to iStar 9.1.1 in order for the PI-level plan approval to show up?

**Answer:**
This question shows up for existing studies which didn’t have them before. The ability to submit PI level plan approvals can be done in basically every state, even approved. The PI just needs to execute the “Attest to COVID-19 Policies” activity and upload their plan per study. They will not have to submit an amendment for the approval notice.

**Question:**  
Is submission of the PI-level plan approval a required question in iStar?

**Answer:**  
The PI level notice should show up now on the printer friendly version as well as the application if the answer to 9.1.1 is “YES”.