Attestation Process in iStar
This can be completed at any time.

If a member of the study team indicates they will be obtaining consent and/or interacting with participants, they will be required to complete the COVID-19 attestation process in iStar. There are two ways for a member of the study team to attest:

1. Via their own homepage where they will see a “COVID-19” block at the top of the page. Click on the “COVID-19”, read the document and click “yes” or “no”.

2. Via the study home page. On the left-hand side of the study home page, under the “My Activities” function, click on the “Attest to COVID-19 Policies”; read the document and click “yes” or “no”. The attestation will be reflected in the history log of the study.
Clicking “no” indicates you do not agree to adhere to the requirements.

If anyone on the team has not completed the attestation correctly; the iStar platform will not allow submission of the application to the IRB.
**PI Level Plan Approval Documentation:**

**New Studies**
For new studies and amendments which have not yet been submitted, complete section 9.1.1 to indicate whether the study procedures include in-person activities.

If the study procedures do not include in-person interactions; for example, online surveys, interview procedures conducted via Zoom, Skype, phone, etc., select “no”. If you are required to upload a PI Level Plan, a Word document stating that you are not conducting any study related activities should be uploaded. The iStar IT team is working on a fix for this issue. We hope that in the near future users will not have to upload a document, if it is not applicable.

If the study procedures include in-person interactions, select “yes” and upload the PI Level Plan Approval Notice from your school (KECK, Leonard Davis, Dornsife, etc.). If your school does not have a school-level ramp-up plan, please contact the research dean at your school.

Applications cannot be submitted to the IRB if anyone on the study team has not completed the attestation procedure or the PI Level Plan Approval is not uploaded when required.

**Currently Approved Studies:**
If the study is already approved and a PI Level Plan Approval is required, the PI, Co-Investigator, Faculty Advisor, Study Coordinator or Study Contact can upload the PI Level Plan Approval via the attestation procedure in the study home page. Underneath “My Activities” on the left-hand side of the study homepage, click on the “Attest to COVID-19 Policies” icon; click on the “+ Add” button and upload the PI Plan Approval and click “OK”, or drag and drop the document into the area. Click on the “yes” radial dial and click “ok” at the bottom of the screen.

**Continuing Reviews (CRs)**
CRs now have a place to upload the approval notice as well on page 9 of the CR form (similar format as the main application).