

# Instructions to Download forms from Outlook in browser mode

When you check your email from Outlook in a browser rather than when your UNC email is a downloaded Outlook app on your computer, the download opens in a browser, like this. There are no red flags on the signature lines, which means we cannot have anyone sign using their official Adobe Verified Signature as required.

The screenshot shows a web browser window with the address bar displaying 'about:blank'. The page title is 'verification-research-subject-compliance...'. The form contains the following sections:

- Check one of the following:**
  - ☐ Institutional Review Board Approval (Please attach IRB approval)  
Approval date: \_\_\_\_\_ Expiration date: \_\_\_\_\_ Last date of data collection (if applicable): \_\_\_\_\_
  - ☐ IACUC Board Approval (Please attach IACUC approval)  
Approval date: \_\_\_\_\_ Expiration date: \_\_\_\_\_ Last date of data collection (if applicable): \_\_\_\_\_
  - ☐ No approval from either IRB or IACUC needed (Please provide an explanation, which will be reviewed by the Graduate School)
- If you are submitting a final dissertation,**
  - Yes ☐ No ☐ Have you amended your IRB since submitting your dissertation proposal to the Graduate School?
  - Yes ☐ No ☐ Have you acquired a continuation since submitting your dissertation proposal to the Graduate School?
- If you are submitting a final doctoral capstone or master's thesis,**
  - Yes ☐ No ☐ Did you receive IRB or IACUC approval prior to data collection?
  - If "no," please explain: \_\_\_\_\_
- Student Researcher's Signature (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_
- Research Advisor's Signature (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

The signature lines are highlighted with a large red circle, indicating that the form is not signed with an official Adobe Verified Signature.

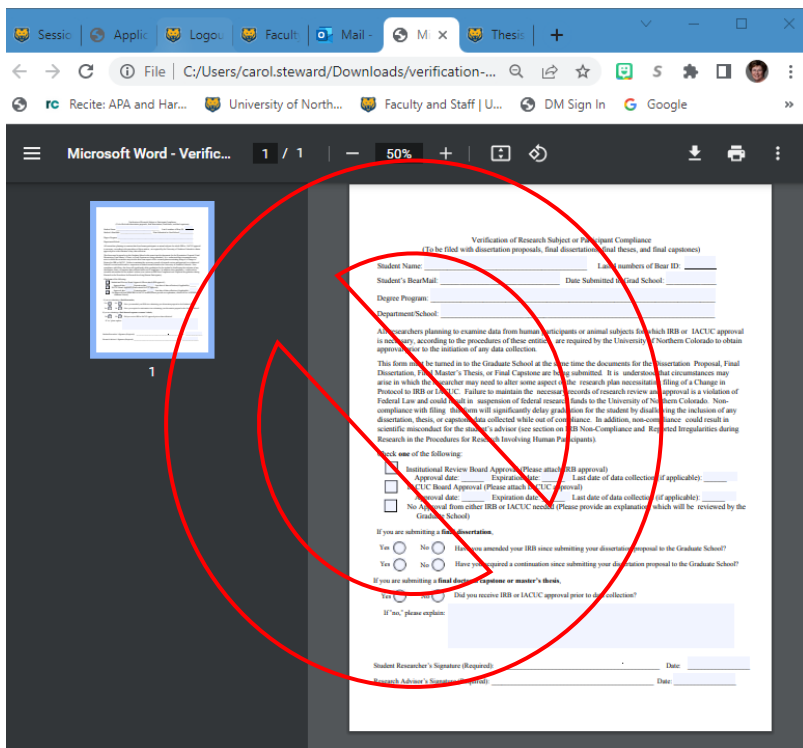
So you think you can download it, and this happens

The screenshot shows a web browser window with the address bar displaying 'about:blank'. The page title is 'verification-research-subject-compliance...'. The form contains the following sections:

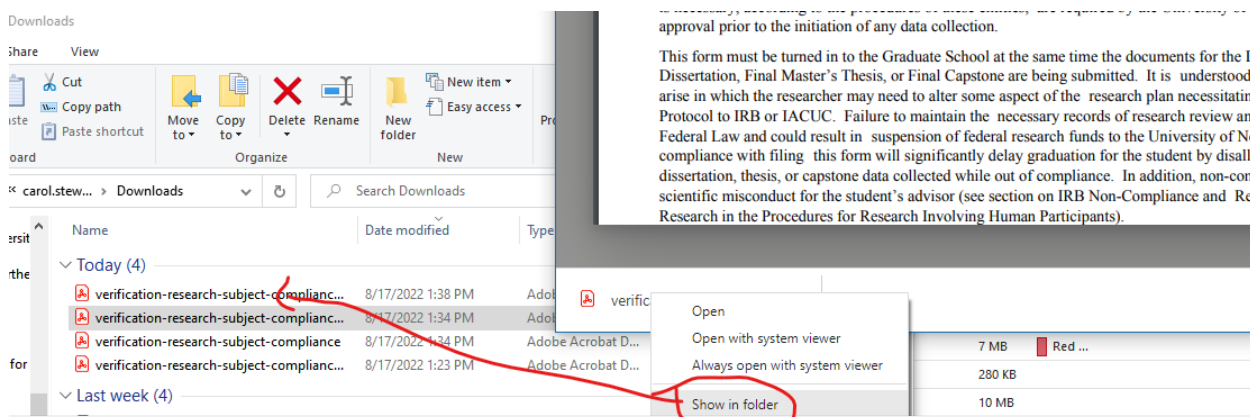
- Verification of Research Subject or Participant Compliance**  
(To be filed with dissertation proposals, final dissertations, final theses, and final capstones)
- Student Name:** \_\_\_\_\_ **Last 4 numbers of Bear ID:** \_\_\_\_\_
- Student's BearMail:** \_\_\_\_\_ **Date Submitted to Grad School:** \_\_\_\_\_
- Degree Program:** \_\_\_\_\_
- Department/School:** \_\_\_\_\_
- All researchers planning to examine data from human participants or animal subjects, for which IRB or IACUC approval is necessary, according to the procedures of these entities, are required by the University of Northern Colorado to obtain approval prior to the initiation of any data collection.**
- This form must be turned in to the Graduate School at the same time the documents for the Dissertation Proposal, Final Dissertation, Final Master's Thesis, or Final Capstone are being submitted. It is understood that circumstances may arise in which the researcher may need to alter some aspect of the research plan necessitating filing of a Change in Protocol to IRB or IACUC. Failure to maintain the necessary records of research review and approval is a violation of Federal Law and could result in suspension of federal research funds to the University of Northern Colorado. Non-compliance with filing this form will significantly delay graduation for the student by disallowing the inclusion of any dissertation, thesis, or capstone data collected while out of compliance. In addition, non-compliance could result in scientific misconduct for the student's advisor (see section on IRB Non-Compliance and Reported Irregularities during Research in the Procedures for Research Involving Human Participants).**

The form content is highlighted with a large red circle, indicating that the form is not signed with an official Adobe Verified Signature.

If you simply double click on the download to open it, it does the same thing, opens in a browser, which may look different, but still has the same result, no red flags to allow official Adobe Verified Signatures.



Instead, Right-click on the downloaded file and tell it to show in the folder,



Open the version from your “Downloads” folder in Adobe Reader or Adobe Pro.

It should look like this. It may not highlight the form fields, (your name, etc) but there are red flags where you will click and sign.

verification-research-subject-compliance (2).pd...

File Edit View E-Sign Window Help

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**Verification of Research Subject or Participant Compliance**  
(To be filed with dissertation proposals, final dissertations, final theses, and final capstones)

Student Name: Carol Steward Last 4 numbers of their ID: \_\_\_\_\_

Student's Email: \_\_\_\_\_ Date Submitted to Grad School: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Department/School: \_\_\_\_\_

All researchers planning to examine data from human participants or animal subjects for which IRB or IACUC approval is necessary, according to the procedures of these entities, are required by the University of Northern Colorado to obtain approval prior to the initiation of any data collection.

This form must be turned in to the Graduate School at the same time the documents for the Dissertation Proposal, Final Dissertation, Final Master's Thesis, or Final Capstone are being submitted. It is understood that circumstances may arise in which the researcher may need to alter some aspect of the research plan necessitating filing of a Change in Protocol to IRB or IACUC. Failure to maintain the necessary records of research review and approval is a violation of Federal Law and could result in suspension of federal research funds to the University of Northern Colorado. Non-compliance with filing this form will significantly delay graduation for the student by disallowing the inclusion of any dissertation, thesis, or capstone data collected while out of compliance. In addition, non-compliance could result in scientific misconduct for the student's advisor (see section on IRB Non-Compliance and Reported Irregularities during Research in the Procedures for Research Involving Human Participants).

Check one of the following:

☐ Institutional Review Board Approval (Please attach IRB approval)  
Approval date: \_\_\_\_\_ Expiration date: \_\_\_\_\_ Last date of data collection (if applicable): \_\_\_\_\_

☐ IACUC Board Approval (Please attach IACUC approval)  
Approval date: \_\_\_\_\_ Expiration date: \_\_\_\_\_ Last date of data collection (if applicable): \_\_\_\_\_

☐ No Approval from either IRB or IACUC needed (Please provide an explanation, which will be reviewed by the Graduate School)

If you are submitting a **Final Dissertation**,  
Yes ☐ No ☐ Have you amended your IRB since submitting your dissertation proposal to the Graduate School?  
Yes ☐ No ☐ Have you required a continuation since submitting your dissertation proposal to the Graduate School?

If you are submitting a **Final doctoral capstone or master's thesis**,  
Yes ☐ No ☐ Did you receive IRB or IACUC approval prior to data collection?  
If "no," please explain: \_\_\_\_\_

Student Researcher's Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

Research Advisor's Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

Once I fill it out, Click in the Student Signature field, and save it, there is still a red flag for the advisor to sign.

Example verification-research-subject-compliance...

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**Verification of Research Subject or Participant Compliance**  
(To be filed with dissertation proposals, final dissertations, final theses, and final capstones)

Student Name: Carol Steward Last 4 numbers of their ID: \_\_\_\_\_

Student's Email: carol.steward@unco.edu Date Submitted to Grad School: \_\_\_\_\_

Degree Program: Graduate School

Department/School: Graduate School

All researchers planning to examine data from human participants or animal subjects for which IRB or IACUC approval is necessary, according to the procedures of these entities, are required by the University of Northern Colorado to obtain approval prior to the initiation of any data collection.

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Check one of the following:

☒ Institutional Review Board Approval (Please attach IRB approval)  
Approval date: 08/17/22 Expiration date: 08/17/23 Last date of data collection (if applicable): \_\_\_\_\_

☒ IACUC Board Approval (Please attach IACUC approval)  
Approval date: \_\_\_\_\_ Expiration date: \_\_\_\_\_ Last date of data collection (if applicable): \_\_\_\_\_

☒ No Approval from either IRB or IACUC needed (Please provide an explanation, which will be reviewed by the Graduate School)

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Yes ☐ No ☒ Have you required a continuation since submitting your dissertation proposal to the Graduate School?

If you are submitting a **Final doctoral capstone or master's thesis**,  
Yes ☐ No ☒ Did you receive IRB or IACUC approval prior to data collection?  
If "no," please explain: \_\_\_\_\_

Student Researcher's Signature (Required): Carol Steward Digitally signed by Carol Steward Date: 2022.08.17 13:40:37 -0500 Date: 08/17/2022

Research Advisor's Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_