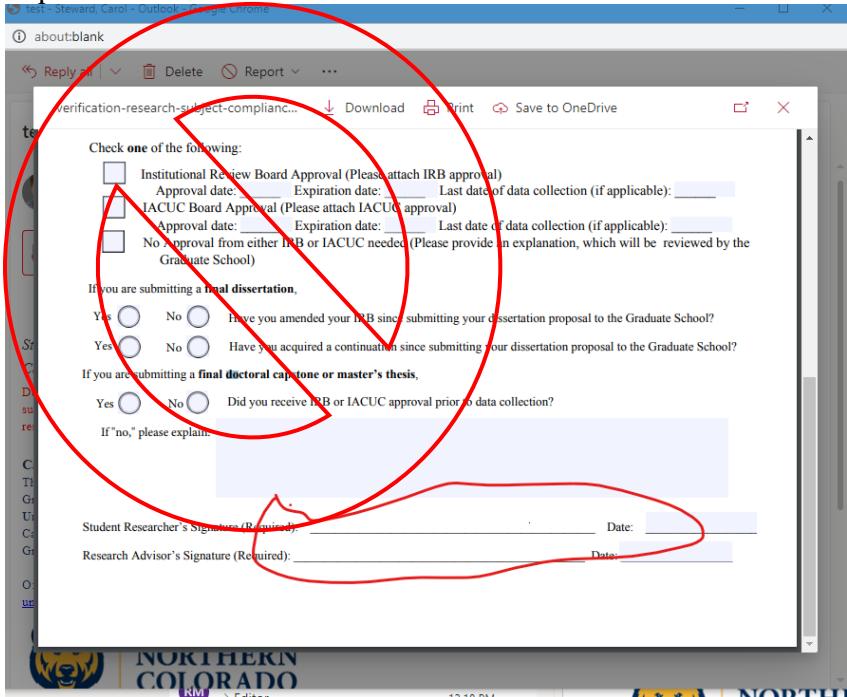
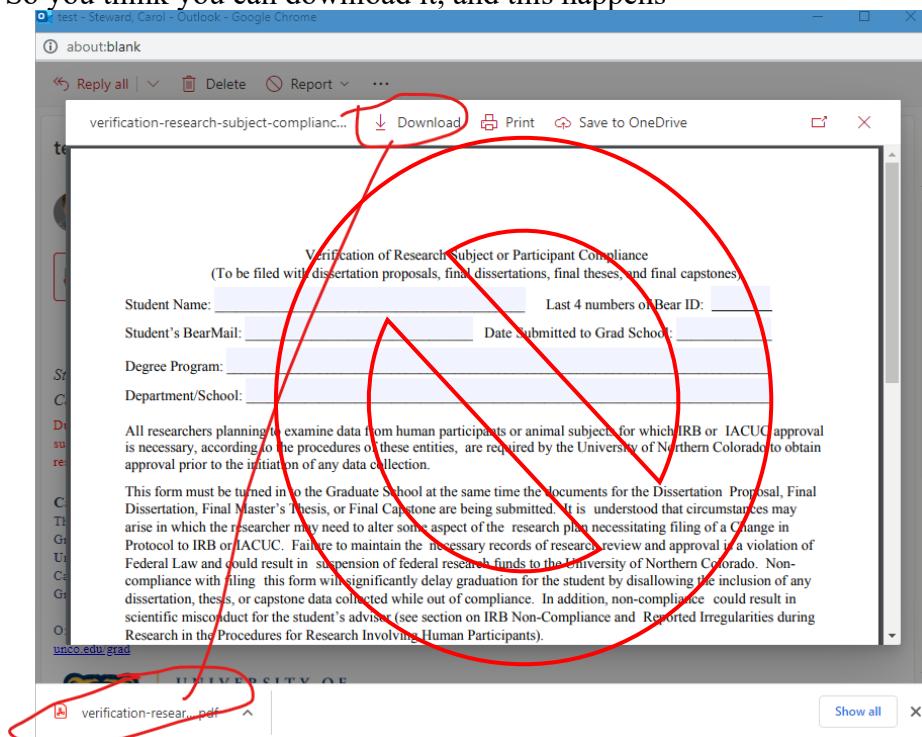


# Instructions to Download forms from Outlook in browser mode

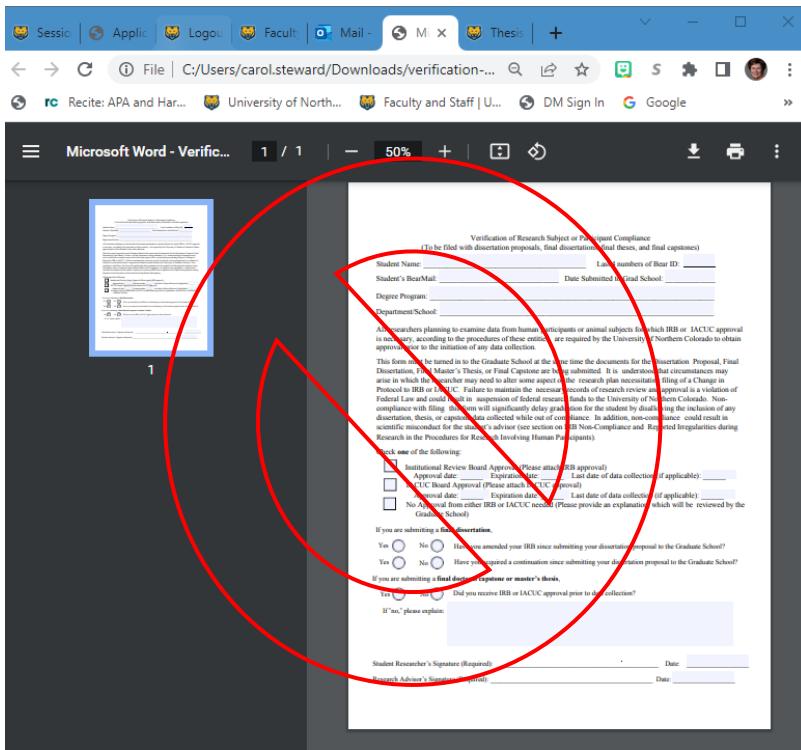
When you check your email from Outlook in a browser rather than when your UNC email is a downloaded Outlook app on your computer, the download opens in a browser, like this. There are no red flags on the signature lines, which means we cannot have anyone sign using their official Adobe Verified Signature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



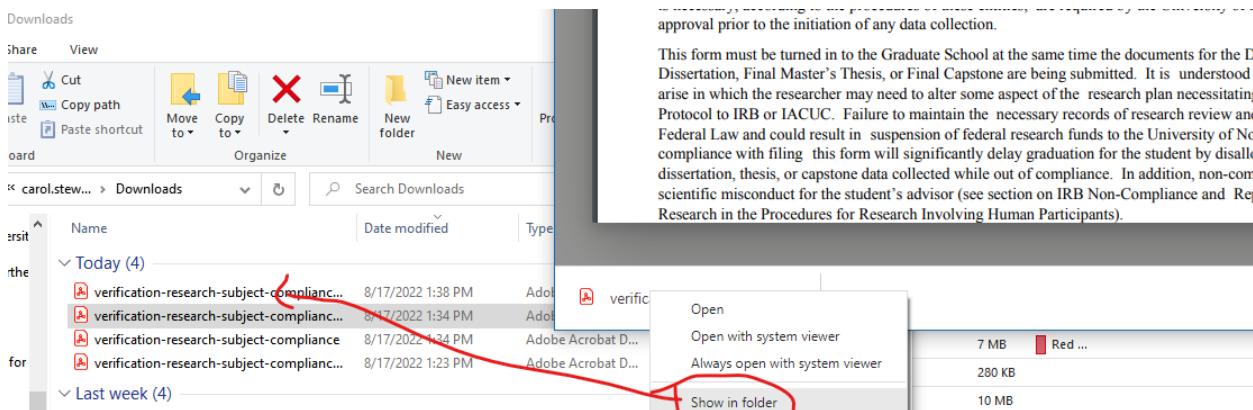
So you think you can download it, and this happens



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...

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

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:

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, Final Dissertation, Final Master's Thesis, or Final Capstone are being submitted. It is understood that circumstances may arise in which the student will need to submit this form prior to the initiation of any data collection. Filing a Change of Plan Form to IRB or IACUC, failure to maintain the necessary records of research review and approval leads to 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 captions data collected while out of compliance. In addition, non-compliance could result in academic misconduct for the student's advisor (see section on IRB Non-Compliance and Reported Irregularities during Research in the Procedure for Research Involving Human Participants).

Check one of the following:

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

You  Yes  No Have you received your IRB since submitting your dissertation proposal to the Graduate School?

You  Yes  No Have you acquired a certification since submitting your dissertation proposal to the Graduate School?

If you are submitting a final doctoral capstone or master's thesis,

You  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-compliant...

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

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

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Check one of the following:

- Institutional Review Board Approval (Please attach IRB approval)  
 Approval date: 08/17/2022 Expiration date: 08/17/2022 Last date of data collection (if applicable): \_\_\_\_\_
- IACUC Board Approval (Please attach IACUC approval)  
 Approval 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,

You  Yes  No Have you received your IRB since submitting your dissertation proposal to the Graduate School?

You  Yes  No Have you acquired a certification since submitting your dissertation proposal to the Graduate School?

If you are submitting a final doctoral capstone or master's thesis,

You  Yes  No Did you receive IRB or IACUC approval prior to data collection?  
 If "no," please explain:

Student Researcher's Signature (Required): Carol Steward Date signed by Carol Steward Date: 08/17/2022  
 Research Advisor's Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_