


OneAegis User Guide – Signatories

Table of Contents

Overview.....	3
Accessing a Review and Signoff Request	3
Option 1: From the Email Notification	3
Option 2: From your Dashboard.....	4
Understanding the Review Worksheet	5
Review Options	5
Viewing Completed Signoffs	7
 Tips for Signatories	8

Overview

In OneAegis, **signoffs** are considered “Review” events because signatories are reviewing submissions from an institutional perspective as part of the IRB workflow.

This guide covers both signoffs on the part of both departments and divisions as well as institutional approvals (e.g., PRMC, etc.).

Department/Division signoff: The intent of the signoff is to confirm that an investigator has the necessary resources to conduct the research and/or it is feasible from an institutional perspective.

Institutional signoff: Confirmation that a protocol has obtained approval from any applicable ancillary committees (e.g., Radiation Safety, etc.).

You may access OneAegis via <https://einsteinmed.oneaegis.com>. You can log in using your Montefiore or Einstein email address and password.

Accessing a Review and Signoff Request

You can open your assigned review in one of two ways:

Option 1: From the Email Notification

When a submission is routed to you for signoff, you will receive an **email notification** from OneAegis (no-reply@einsteinmed.oneaegis.com).

The email includes a link that takes you directly to the form you must review and sign.

Jamie,

Test Researcher has assigned you a Department Chair Review review.

Request details:

Protocol registration test June 2nd

Protocol: 2026-360

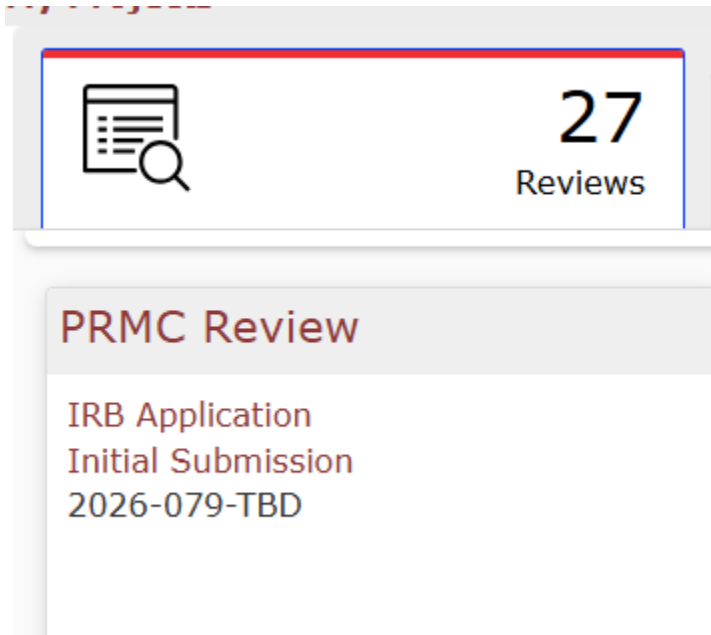
Title: Protocol registration test June 2nd

Covered Individual: Test Researcher

You can access the review directly at <https://einsteinmed.oneaegis.com:443/Reviews/d5ba2bbc-3d6e-44fe-9a9c-0d7592ddd054>.

Option 2: From your Dashboard

1. Log in to **OneAegis** and Open the Reviews tab.
2. Each **Review card** represents one assigned signoff. You can access the review from this card by clicking the header on the review card (e.g., “PRMC Review” or “Department Chair Review”).



Each card includes:

- **Type of signoff** (e.g., *Department Chair Review, Division Chief Review, Institutional Review, etc.*). This is a link to the review worksheet.
- A link to the **submission form**.
- A link to the **submission event**.
- The **Study Number, Study Title, and Due Date**.

Click the link from the email or the heading on your review card to open the review worksheet.

Understanding the Review Worksheet

The “Review Assignment” box at the top of the worksheet includes a link to the form under review, as well as the type of submission (e.g., initial submission, continuing review, etc.).

You can click the “Review Item” link to view the corresponding IRB submission form:

EINSTEIN
Albert Einstein College of Medicine

Review Assignment

Review Assignment

Review Type: Department Chair Review **Assigned:** 06/20/2026 by High Flyer Investigator, Test
Reviewer: Eichstedt, Christopher K **Due:** 06/26/2026
Details: Test for Signatory Signoff Screenshots
Review Item: **IRB Application** **Project-Site:** 2026-435-MMC
Event: Initial Submission **Event Start Date:** 06/19/2026

Review xForm

Collaborators Review Outcome Page 1 of 1 Next

Institutional Approval Worksheet -- Review Outcome

Reviewer	Christopher Eichstedt
Study Number	2026-435
Study Title	Test for Signatory Signoff Screenshots

Review Options

Opening the header link will take you to the Review Assignment page below where you can process your Review and Signoff.

You will need to respond to the questions and choose a review outcome from the drop-down menu.

Collaborators Review Outcome Page 1 of 1 Next

Institutional Approval Worksheet -- Review Outcome

Reviewer	Christopher Eichstedt
Study Number	2026-435
Study Title	Test for Signatory Signoff Screenshots
Principal Investigator	Test High Flyer Investigator
Department	Oncology
Review Type	Department Chair Review

Does the investigator have adequate resources to conduct the research (e.g. time, staff, facilities)? *(Required)*

Yes
 No

Review Outcome *(Required)* Add Note View Audit

Approved
Changes Required back *(Required)*
Not approved

Draft Form

Under the **Outcome** dropdown, choose one of the following:

- **Approved:** Approves the submission and allows it to move forward.
- **Changes Required:** Sends the submission back for modification.
- **Not Approved:** Denies the submission.

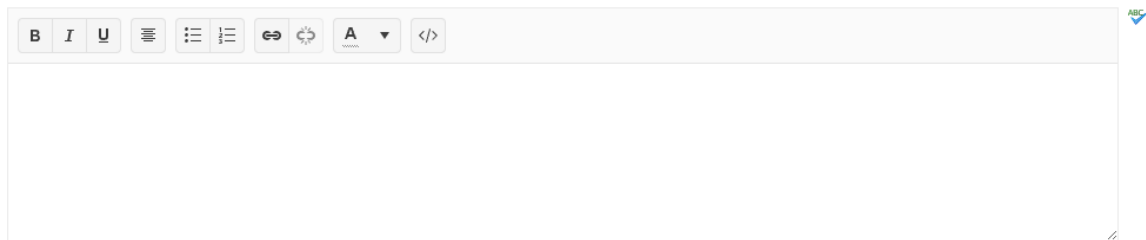
If you select *Changes Required* or *Not Approved*, you **must** enter an explanation in the **Summary** text box. This text will be visible to both the IRB and the investigator.

Comments/Feedback (Required)

[Add Note](#) [View Audit](#)

Notes:

- *This information will be provided to the research team.*
 - *If requiring changes and/or additional information, provide detailed feedback here.*
 - *If denying this submission, indicate why.*
 - *If approved, provide a short rationale for the approval.*



A rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Link, Unlink, Text Color (A), and Source Code (</>). Below the toolbar is a large, empty text area for entering notes.

After selecting your outcome, click **Next** to proceed to the submission confirmation page. You must click “Submit” to finalize the signoff.

Form Completed

You've completed the form. You can now either save the form for later revision, or submit it.

The form will not move forward, until you click "**Submit**" below.

[Go Back](#)

[Save for Later](#)

[Print](#)

[Submit](#)

Viewing Completed Signoffs

You can review your completed signoffs at any time.

1. On your Dashboard, open the **Reviews** tab.
2. Click the **Completed Reviews** tile.



This opens the **My Completed Reviews** table:

Type	Review Item	Outcome	Due	Complete
Expedited Initial Review	IRB Application Initial Submission 2025-505-TBD	Approved	11/14/2025	11/07/2025
Expedited Initial Review	IRB Application Initial Submission 2025-517-TBD	Approved	11/14/2025	11/07/2025
Exempt Review	IRB Application Initial Submission 2025-505-TBD	Requires expedited or committee review	11/13/2025	11/06/2025
Exempt Review	IRB Application Initial Submission 2025-497-AECCOM	Exemption	11/12/2025	11/05/2025
Department Chair Review	IRB Application Initial Submission 2025-467-TBD	Approved	11/08/2025	11/05/2025
Expedited Initial Review	IRB Application Initial Submission 2025-499-TBD	Approved	11/11/2025	11/04/2025

- **Type of Review** (e.g., Department Chair, Division Chief, etc.).
- **Review Item** (submission title).
- **Outcome** (Approved, Changes Required, etc.).
- **Due Date** and **Completion Date**.

Click any review link in the table to open the **Review Assignment Page**, where your outcome and signature are timestamped.

Review Assignment	
Review Type: Department Chair Review	Assigned: 06/20/2026 by High Flyer Investigator, Test
Reviewer: Eichstedt, Christopher K	Due: 06/26/2026
Details: Test for Signatory Signoff Screenshots	
Review Item: IRB Application	Project-Site: 2026-435-MMC
Event: Initial Submission	Event Start Date: 06/19/2026
Review Result	
Outcome: Approved -- completed 06/20/2026 8:20 AM ET by Eichstedt, Christopher K	
Summary: Approved	

Tips for Signatories

- You can open the submission form in a separate window to review details while completing your signoff.
- Always include a brief summary when requesting changes or disapproving.
- Once submitted, your signoff is automatically logged and visible to IRB staff.
- You can revisit the **Completed Reviews** tab at any time to confirm your past decisions.

Signatory Workflow		
Step	Action	Where to Do It
Receive Signoff Request	Click the link in your email or locate it on your Dashboard.	Email or Reviews Tab
Review Submission	Open IRB Application to review the submission form.	xForm Window
Record Signoff Decision	Choose outcome (Approved, Changes Required, Not Approved).	Review Assignment Page
Submit Review	Finalize your decision and submit.	Review Assignment Page
View Completed Reviews	Review prior decisions and timestamps.	Completed Reviews Tab