

## How to Fill & Sign on Microsoft PDF file

**Step 1:** Download the PDF File from the Institutional Review Board (IRB) PAC website by clicking top right download button .

**Step 2:** Save PDF file to your computer desktop, folder, or thumb drive

**Step 3:** Open PDF file from saved location

**Step 4:** Click the purple *Fill & Sign* button and continue to step 5 **OR** click the Sign button found at the top and skip step 5.

The screenshot shows a PDF viewer interface. At the top, there is a toolbar with various icons, including a red circle around the 'Fill & Sign' icon. The main content area displays a form titled 'ALAMO COLLEGES DISTRICT Palo Alto College Human Subjects Research Protocol for Exempt, Expedited, or Full Board Review'. On the left, there is a section labeled 'IRB USE ONLY' with fields for 'HSRP #' and 'Date Received:'. Below this is a yellow highlighted section titled 'Instructions and Researcher Certifications' with the following text:

Complete this form if "**research**" will be conducted.

**Do not complete** this form for:

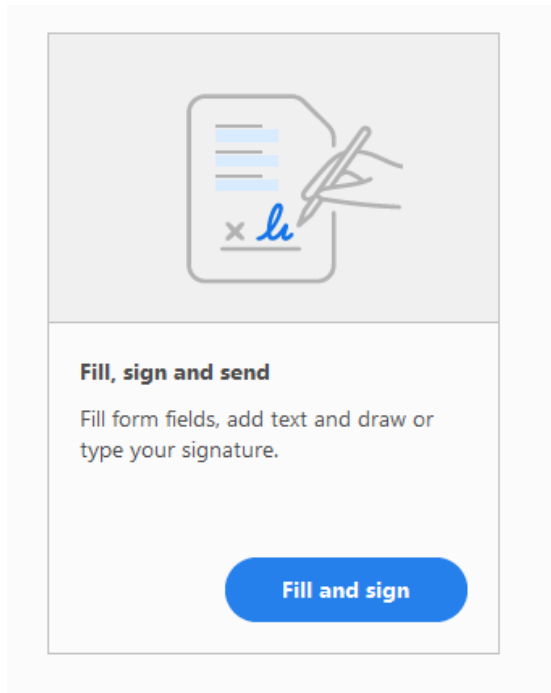
1. **non-research** activities; or
2. to **fulfill PAC coursework only** without a research activity or element.

By signing this Human Subjects Research Protocol for Exempt, Expedited, or Full Board Review (HSRP), all Principal Investigators (PIs), co-PIs, and personnel (collectively, "Researchers") certify the following:

1. CITI Training "Social & Behavioral Research - Basic/Refresher" course has been completed and is current for **any research activity** regardless of source of funding or whether unfunded (expires after three years);

On the right side, a vertical menu of tools is visible, with the 'Fill & Sign' option circled in red. Other options include 'Create PDF', 'Combine Files', 'Edit PDF', 'Request Signatur...', 'Export PDF', 'Organize Pages', 'Send for Comm...', 'Comment', 'Scan & OCR', and 'Protect'. At the bottom of the menu, it says 'Your current plan is Creative Cloud' with a 'Learn More' link.

**Step 5:** Click Fill and Sign button



**Step 6:** Fill information in boxes

Researchers		
	Name	Email
PI	<input type="text" value="Name"/>	<input type="text"/>
Co-PI (1)	<input type="text"/>	<input type="text"/>

**\*\*\*Note: You may not see this if you do not have Adobe Acrobat downloaded onto your computer\*\*\***