

InfoEd

Approving the Submission
for Co-PIs, Advisors, &
School Directors



THE UNIVERSITY OF
SOUTHERN MISSISSIPPI

Updated 6-2-22



Logging Into InfoEd

LOG IN at <https://usm.infoedglobal.com> using your USM (SOAR) credentials. You must use a lowercase “w”!

You cannot log into InfoEd unless you are first registered in USM’s InfoEd system. Most faculty members and graduate students are pre-loaded, but if you are having trouble logging in, most likely you need to be added to the system. To be added, fill out the form at:

https://usmforms.formstack.com/forms/infoed_new_user_registration.



InfoEd Dashboard Summary

Home My Profile Locate My Records Locate Records Calendar Messages Assignments Quick Find

Human Protocol
SPIN

Messages ← Shows all messages regarding your protocols

Inbox New Mail Switch Recipients You Select Delete

Submission to IRB Office	Sysadmin, InfoEd	Tue 27-Jul-2021 08:50 AM	<input type="checkbox"/>
Protocol Number: 21-059	CoInvestigator, Jane	Fri 23-Jul-2021 09:33 AM	<input type="checkbox"/>
Protocol Number: 21-054 - Coordinator	DeptHead, Jim	Tue 13-Jul-2021 11:39 AM	<input type="checkbox"/>
Protocol Number: 21-046 - Coordinator	Bruton, Samuel	Fri 09-Jul-2021 13:06 PM	<input type="checkbox"/>

Assignments ← Shows all tasks needing your attention

Open Your action items

Drag a column header and drop it here to group by that column

	Module	Record Number	Record Owner	Object	Record Status	Subject	Assigned
▶	Human Subjects	21-054	Investigator, Suzy	Initial Application	Coordinator	Coordinator	13-Jul-2021 11:39:44 AM
▶	Human Subjects	21-083	Bruton, Samuel	Initial Application	In Review	Your action is required	10-Aug-2021 3:11:11 PM



Reviewing the Submission

Advisors, Co-PIs, and School directors must *first* review and *then* approve or not approve submissions. Under 'Assignments' you will find a listing of submissions awaiting your review.

Assignments Open ▾ Your action items ▾

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Module ▾	Record Number ▾	Record Owner ▾	Object ▾	Record Status ▾	Subject ▾	Assigned ▾
▶	Human Subjects	21-054	Investigator, Suzy	Initial Application	Coordinator	Coordinator	13-Jul-2021 11:39:44 AM
▶	Human Subjects	21-083	Bruton, Samuel	Initial Application	In Review	Your action is required	19-Aug-2021 3:11:11 PM

To begin reviewing the submission, click on the protocol number.



Reviewing the Submission (continued)

To begin reviewing submission materials, click on the 'Human Subjects Research Application'. After you have finished reviewing all materials, you will come back to this page to either approve the study or request revisions.

Human Subject Protocol - *Initial Application*

Number: [21-085](#)
Title: Tuesday Demo
Sponsor:
Submitted: 10-Aug-2021 12:02:02 PM

Form/Document	Document Type	Submitted	
Human Subjects Research Application	Application	10-Aug-2021 12:02:02 PM	PDF

Add Comments:
To be shared with everyone

Select a decision:

Approved

Revisions Required

Comments I can see...
No Comments have been recorded

Reviewing the Submission (continued)

Please thoroughly review the study by clicking through all of the pages. Take notes regarding discrepancies that need to be discussed with the investigator(s) by clicking on the pencil icon to leave comments. Approving a submission that is clearly deficient delays approval for the PI and unduly burdens IRB members.



Check to Submit

Validate

Submit

Save

INVESTIGATOR
INFORMATION

USM AFFILIATED
INVESTIGATORS

NON-USM AFFILIATED
INVESTIGATORS

RESEARCH
PROCEDURES

RISKS AND BENEFITS

REVIEW

RESEARCH PROCEDURES

RP1. Briefly describe the project and its goal(s) in two to three paragraphs.  Fame and fortune.

RP2. Are any of the subjects under 18 years of age? 
 Yes No

RP3. Indicate all potentially vulnerable subjects involved in the study.

- | | |
|--|---|
| <input type="checkbox"/> Children | <input type="checkbox"/> Mentally ill patients |
| <input type="checkbox"/> Nursing home patients | <input type="checkbox"/> Pregnant females |
| <input type="checkbox"/> Prisoners | <input type="checkbox"/> HIV positive individuals |
| <input checked="" type="checkbox"/> Not applicable | <input type="checkbox"/> Other |



Reviewing the Submission (continued)

Type your comment in the textbox and select 'To' then check the 'PI – CoInvestigator Channel' to ensure all comments can be seen by the PI(s). If you want your comment to require a response, check 'Response Required'. You may disregard the 'Make Comment Public' button as all comments will be visible. Click 'Post' to complete the comment.

The screenshot shows a comment submission form. At the top, there are two buttons: "Expand All Comment Points" and "Collapse All Comment Points". Below them is a message box containing the text "No Comments have been made". The "Post" and "To..." buttons are circled in red. To the right of these buttons are two checkboxes: "Make Comment Public" (unchecked) and "Response Required" (unchecked). Below the buttons is the "Subject" field with the text "IF6. Research Purpose:". The "Message" field contains the text "This is a test comment". A rich text editor toolbar is visible above the message field, with options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, subscript, and superscript. A red arrow points from the "To..." button to a callout box titled "Select Distribution Group(s)". This callout box contains two checkboxes: "PI - CoInvestigator Channel" (checked) and "PI - School Director Channel" (unchecked).



Reviewing the Submission (continued)

If the submission is satisfactory, select 'Approved' to route it to the School Director. If you are serving as School Director, the submission will be sent to the IRB coordinator for pre-review.

REVIEW

HELP

ROUTE

Human Subject Protocol - *Initial Application*

Number: [21-085](#)

Title: Tuesday Demo

Sponsor:

Submitted: 10-Aug-2021 12:02:02 PM

Form/Document	Document Type	Submitted	
Human Subjects Research Application	Application	10-Aug-2021 12:02:02 PM	PDF

Add Comments:

To be shared with everyone

B *I* U **A** ▼

Select a decision:

Approved

Revisions Required

Comments I can see...

No Comments have been recorded

Close

****NOTE: Your browser must have pop-up blockers turned off in order for the review to process.**



Questions?

[www.usm.edu/research/
office-research-integrity](http://www.usm.edu/research/office-research-integrity)

Contact:

irbhelp@usm.edu

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