



# InfoEd IRB

Quick Start Guide for Researchers





# What is InfoEd?

InfoEd is a single sign-on application that gives researchers the ability to create, submit, and manage IRB applications.

All initial applications, modifications, and renewals must now be completed in the InfoEd system.

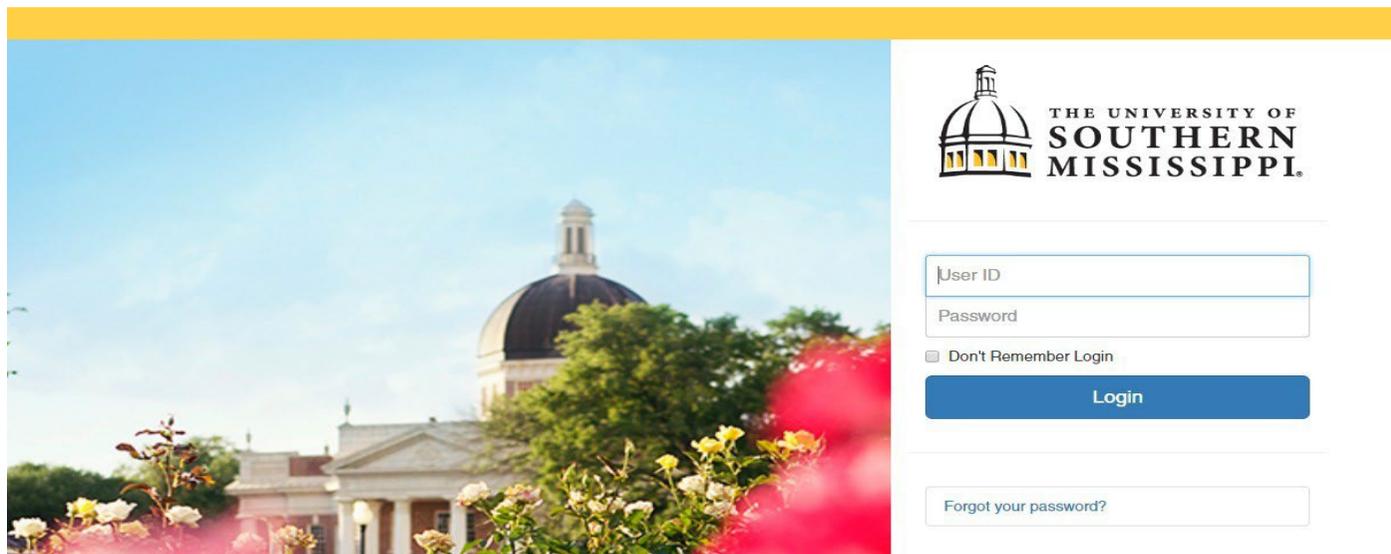
Example templates\* of informed consent forms, parental consent forms, assent forms, external institution permission letters, translation verification forms, and HIPPA forms are available at <https://www.usm.edu/research-integrity/institutional-review-board.php>.

\*Use of these templates is not required, but they can be useful. Researchers need to add project-specific details to them.

# Logging Into InfoEd

LOG IN at <https://usm.infoedglobal.com> using your USM (SOAR) credentials. Must use **w!** (w+digits, no “@usm.edu”). 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](https://usmforms.formstack.com/forms/infoed_new_user_registration).



The screenshot shows the login interface for the University of Southern Mississippi. On the left is a photograph of the university's main building with a large dome. On the right is a white login form with the university's logo and name at the top. The form contains two input fields for 'User ID' and 'Password', a checkbox for 'Don't Remember Login', a blue 'Login' button, and a 'Forgot your password?' link at the bottom.



# InfoEd Dashboard Summary

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

Human Protocol  
SPIN

**Where you can find all of your applications**

**Shows all messages regarding your protocols**

**Messages** Inbox  Switch Recipients You

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

**Assignments** **Shows all tasks needing your attention** Open

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	<a href="#">21-054</a>	Investigator, Suzy	Initial Application	Coordinator	Coordinator	13-Jul-2021 11:39:44 AM
▶	Human Subjects	<a href="#">21-083</a>	Bruton, Samuel	Initial Application	In Review	Your action is required	10-Aug-2021 3:11:11 PM



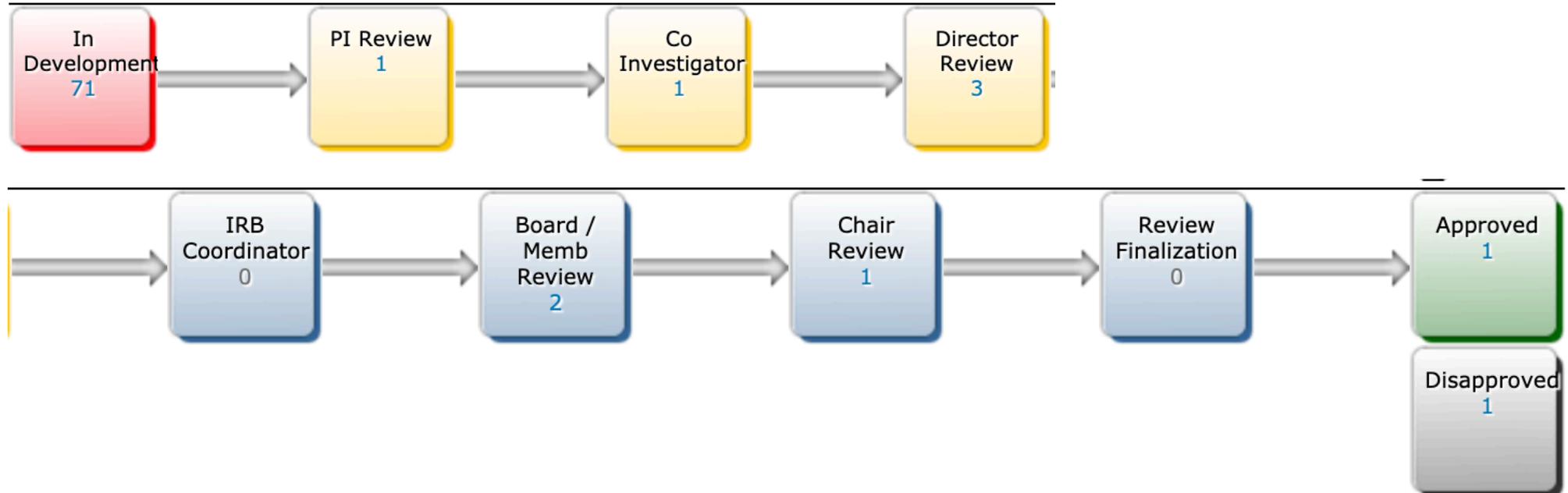
# InfoEd Dashboard Summary (continued)

**Workflow Chart(s)**

<a href="#">Initial Application</a>	Human Subjects Protocol
<a href="#">Modification</a>	Human Subjects Protocol
<a href="#">Incident</a>	Human Subjects Protocol
<a href="#">Renewal</a>	Human Subjects Protocol
<a href="#">Closure</a>	Human Subjects Protocol

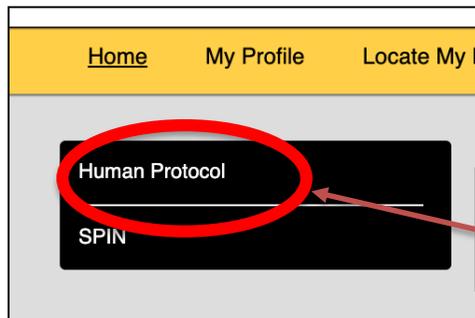
**Workflow charts indicate where your submission is in the review process. To see where a specific submission is, click on the numbers in each box.**

## Initial Application





# Create a New Submission



**1. To start a new submission, click on 'Human Protocol'.**

**Human Protocol**

Create New

<b>Initial Application</b>	Modification
Renewal	Incident
Closure	Withdrawal
Admin Withdrawal	Admin Closure
Copy from existing	

**2. Select the type of submission; for first-time submissions, you will click on 'Initial Application'.**



# Completing an Application

Navigate using the panel on the left-hand side of the screen. Attach relevant documents as prompted. Save and proceed until your submission is completed.

The screenshot displays a web application interface for completing an application. On the left, a vertical navigation menu is highlighted with a red circle. The menu items are: INVESTIGATOR INFORMATION, USM AFFILIATED INVESTIGATORS, NON-USM AFFILIATED INVESTIGATORS, RESEARCH PROCEDURES, RISKS AND BENEFITS, RESEARCH CLASSIFICATION, REVIEW, and ALL PAGES. The 'INVESTIGATOR INFORMATION' item is currently selected. The main content area is titled 'INVESTIGATOR INFORMATION' and contains the following text:

**HUMAN RESEARCH APPLICATION PROCEDURES**

In order for your application to be complete, you will need to attach all necessary forms identified. This includes:

- Active (non-expired) CITI certificates for all USM-affiliated investigators (both the Common Core Course and Human Subjects Research Course),
- consent form(s) or scripts,
- additional required documents, such as research instruments, recruitment materials, and external permission letters (if applicable).
- For more information on the IRB process and requirements, please refer to the [Office of Research Integrity's website](#).

Below the text, there are two fields:

IF1. Protocol Number: 21-110

IF2. Submission Number: 21-110-01

IF3. Formal project title:  \* You must change the project title.



# CITI Training Certificates

Your required CITI training certificates (Common Course and Human Subjects Research course) will be automatically linked to your application, but only if you registered for CITI using your USM email account. If you did not, and instead used a Gmail, Yahoo, Hotmail, etc. address, you may change your email address in CITI or manually upload your certificates to UA7.

UA6. Certifications 		
Certification	Begin	End
Common Course for USM A&H Faculty and Students	01-Jan-2021	31-Dec-2023
Human Subjects Research Course	01-Jun-2021	31-May-2022

If you need help changing your email address in CITI, see our quick start guide titled "Changing your email address in CITI,"

<https://www.usm.edu/research-integrity/integrityassuranceprogram.php>.



# Submitting

Save your work to come back later



☰ **Check to Submit**  **Validate** **Submit** **Save**

Required pages to fill out

- INVESTIGATOR INFORMATION
- USM AFFILIATED INVESTIGATORS
- NON-USM AFFILIATED INVESTIGATORS
- RESEARCH PROCEDURES
- RISKS AND BENEFITS
- REVIEW
- ALL PAGES

## INVESTIGATOR INFORMATION

### HUMAN RESEARCH APPLICATION PROCEDURES

In order for your application to be complete, you will need to attach all necessary forms identified. This includes:

- Active (non-expired) CITI certificates for all USM-affiliated investigators (both the Common Core Course and Human Subjects Research Course,
- consent form(s) or scripts,
- additional required documents, such as research instruments, recruitment materials, and external permission letters (if applicable).
- For more information on the IRB process and requirements, please refer to the [Office of Research Integrity's website](#).

IF1. **Protocol Number**  
21-086

IF2. **Submission Number**  
21-086-01

IF3. **Formal project title:**  
New Protocol Created for Alicia Macchione on 11-Aug-2021 11:50 AM

\* You must change the project title.

IF4. **Principal Investigator:**  
Macchione, Alicia ✎

IF5. **Submission Type**  
Initial Application ▼

How to submit:

1. 'Validate' (checks that all mandatory fields are filled in)
2. 'Check to Submit' (once validated, select 'Check to Submit' to prevent further edits)
3. Lastly, click on 'Submit' to enter your application into the review process

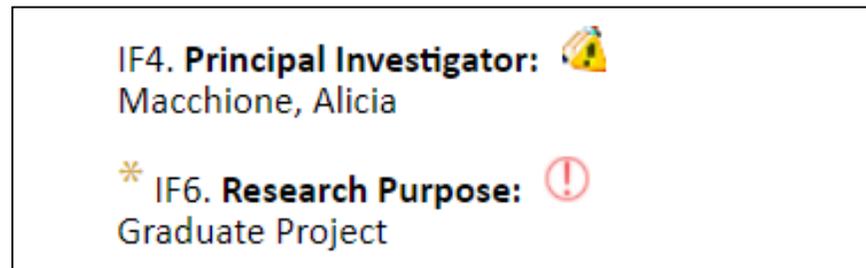
**\*\*NOTE: Your browser must have pop-up blockers turned off in order for the submission to process.**

# Revising a Submission

If your study is sent back with ‘Revisions Required’, you can go into the submission and review/address any comments. To unlock the submission to make edits, you must click the ‘Un-check to Edit’ button. **DO NOT CREATE A MODIFICATION – YOU MUST REVISE YOUR INITIAL APPLICATION.**



Yellow triangles indicate a comment that does not require a response, while red exclamations indicate a comment that requires a response. All comments requiring a response must be addressed prior to resubmitting.





# Addressing Comments

To view/address comments, click on the comment icon. Once you read the comment, you can make the necessary revisions and type a response to the reviewer indicating the comment was addressed by clicking 'Reply'. **Do not create a new comment, you must reply to the original comment.** You must address all comments that have a required response prior to resubmitting.

Expand All Comment Points Collapse All Comment Points

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

From: Macchione, Alicia To: PI - CoInvestigator Chan

You need to change this.

27-Oct-2021 09:34 AM [Reply](#) [Forward](#) [Edit](#) [Delete](#)

Once all revisions have been made and all comments have been addressed, you must click the 'Check to Submit' button followed by 'Submit'.





After a PI submits a protocol through InfoEd, all co-PIs will need to approve the application. For student protocols, it will then go to their Research Advisor for approval; faculty or staff protocols will be sent to the Unit Director for approval. After all required approvals have been made, it will be submitted to the IRB for pre-review.

You will be contacted by the IRB if revisions to the application need to be made. If a submission is sent back, the PI must address all comments and resubmit.

**Data collection cannot begin until the submission is approved and you have received your approval letter.**



Questions?

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

Contact:

[irbhelp@usm.edu](mailto:irbhelp@usm.edu)

(601) 266-5997