infoEd®
GLOBAL

GENERAL QUESTIONS

Why am I required to use InfoEd?

InfoEd streamlines the IRB approval process for both researchers and reviewers. Since the Fall 2021 semester, all new IRB applications, modifications, renewals, and incident reports must be submitted through InfoEd.

Whom do I contact for help?

Please first consult this page for information regarding possible issues. If you have any questions not answered below, feel free to contact the IRB office by email or phone.

QUESTIONS ABOUT LOGGING IN

How do I log in?

To access InfoEd, go to **https://usm.infoedglobal.com/.** Use your single-sign-on information. This is your unique USM ID (w123456) and password. This is the same username and password used to sign into Outlook and SOAR.

I cannot log into InfoEd. What's wrong?

To use InfoEd you must be registered in USM's InfoEd system. Most faculty and graduate students have already been added. If you have tried to log in using your USM credentials and are unable to get in, you must be added to the system. To be added to the system, please fill out the **InfoEd IRB Registration Form.** Please allow at least 3 days to be added. If, after 3 days, you do not have access, please contact RISGA@usm.edu.

QUESTIONS ABOUT NEW APPLICATIONS, MODIFICATIONS, RENEWALS, AND INCIDENT REPORTS

How do I submit an initial submission, make a modification to my study, or renewal my study?

Please see our page for information regarding these topics. *Make sure that pop-up blockers are turned off for InfoEd prior to submission.*

What is the protocol review time?

Review times vary over the course of the year depending on reviewer availability, the volume of submissions, review type needed, and quality of the application.

How do I find out the status of the protocol review?

In InfoEd, the status of your study can be found in the workflow map by clicking on any of the numbers that appear in the boxes. You can also click on the specific submission for more details.

- In development: The submission has not been completed and/or submitted.
- In review: The submission is awaiting PI, Co-PI, or Org Approver (School Director) approval or is with the Office of Research Integrity for pre-review.
- Revisions required: The submission has been returned to the PI for revisions.

Do I need IRB approval?

- Is it research?
- Does it meet the definition of research involving human subjects?
- Will it develop or contribute to generalizable knowledge?
- Have you spoken to your research advisor?

**If you are unsure whether your project requires IRB approval, email IRBhelp@usm.edu. In your email, make sure to describe the basic details of your project.

I cannot locate my research advisor, co-investigator, or a student in the system:

- InfoEd is a single sign-on system, meaning to sign on a user must use their SOAR credentials to access the system. Therefore, if a user is not able to be located that means they have not been added to the system. To be added, click on the link titled "InfoEd Registration Form" found on this web page: https://www.usm.edu/research-integrity/institutional-review-board.php

I cannot submit my protocol.

- Have you completed ALL required fields?
- Have you "validated" and "checked to submit" the form?
- Have you turned off Pop Up Blockers?

My CITI certificates did not populate or I do not have CITI certificates.

- Have you completed the required courses in the CITI Program? For IRB purposes it is required to have completed both the Common Course and the Human Subjects Research course. To complete the courses, log in to: www.citiprogram.org.
- If you have completed the courses and they did not populate automatically in the e-form, attach both training completion reports to section UA7.
- Did you use your USM-assigned email address when registering with the CITI Program? (first name.last name@usm.edu)

My protocol was returned to me for edits and I am not able to edit/lock/submit the form.

- Are you in the "Edit" mode?
- Have you selected "Uncheck to edit" on the form?
- If a "response" required from the reviewer in the comment section, did you "reply" to the comment? (Note: do not create a new comment)

Reasons why my protocol was returned to me for revisions prior to assignment to an IRB reviewer.

- Have you completed your CITI trainings in both the Common Course AND Human Subjects Research Course?
- Did your CITI completion reports upload or did you attach research integrity training reports to section UA7?
- If you are a student PI, did you include your research advisor?
- If you are working with an agency outside of USM did you include the permission to conduct research letter from the agency?
- Consent document – did you include the protocol number? Did you cover all of the required elements in the consent document?
- Recruitment – Did you include a script of what will be said orally if using an oral recruit method? Did you include a copy of the flyer, email, or letter that will be used to recruit? Did you include a statement in the recruitment document that the study has been approved by USM's IRB? Did you add the protocol number to the recruitment document?

*If the above FAQ's did not resolve an issue or additional support is required, please feel free to email **irbhelp@usm.edu***