InfoEd IRB

Where is my protocol?

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

After You Submit

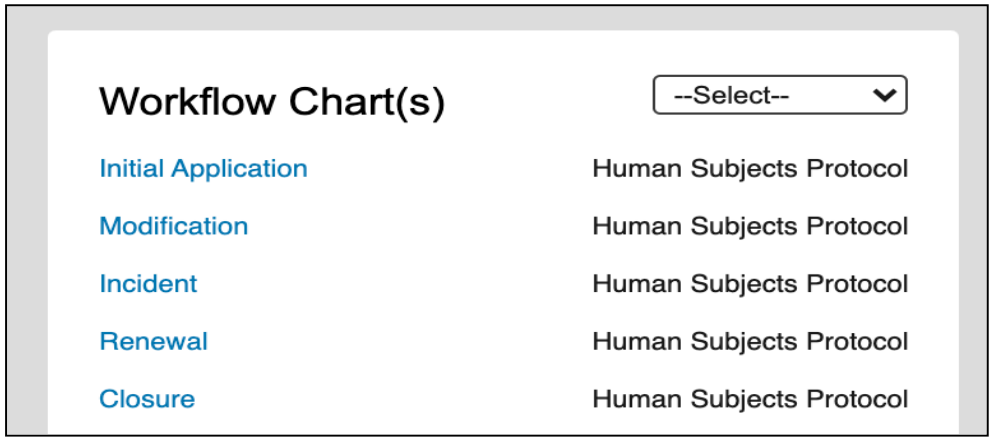
After you submit a protocol, your application is entered into the review process. There are three different ways to find out where your protocol is in the review process:

1. Check the Workflow Chart
2. Check under 'Locate my Records'
3. Search for your protocol in 'Quick Find'

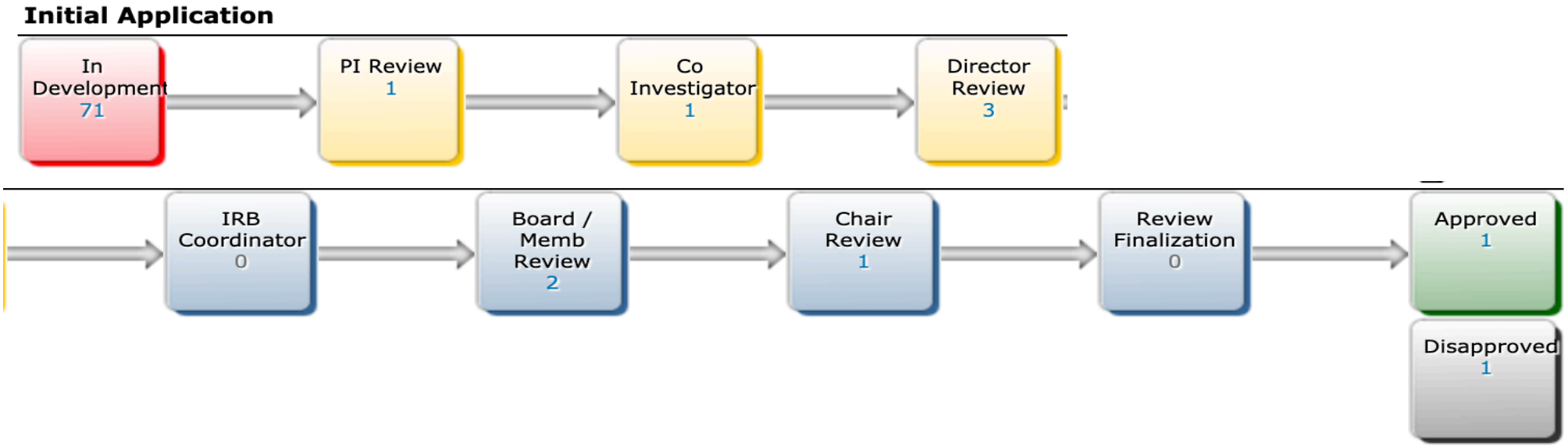
***If you are a reviewer and are looking for an application awaiting your review, you will look under 'My Assignments' on the home page.*

1. Check the Workflow Chart

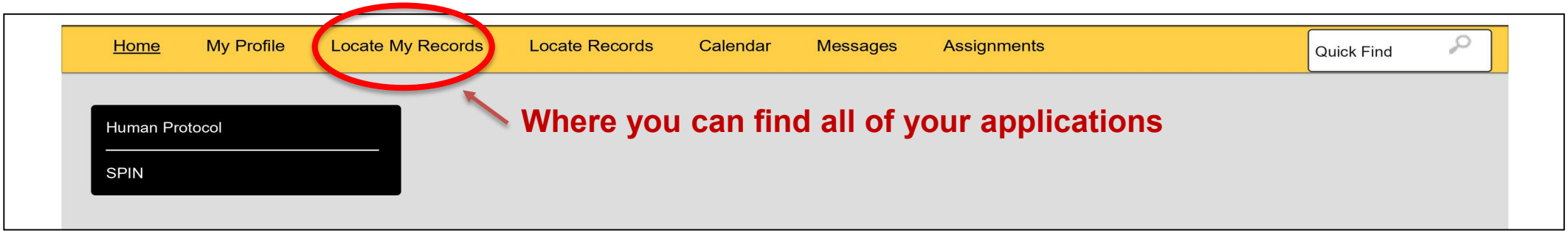
On the homepage of InfoEd, you have a section labeled 'Workflow Charts'. Here is where you can see a visualization of the review process.



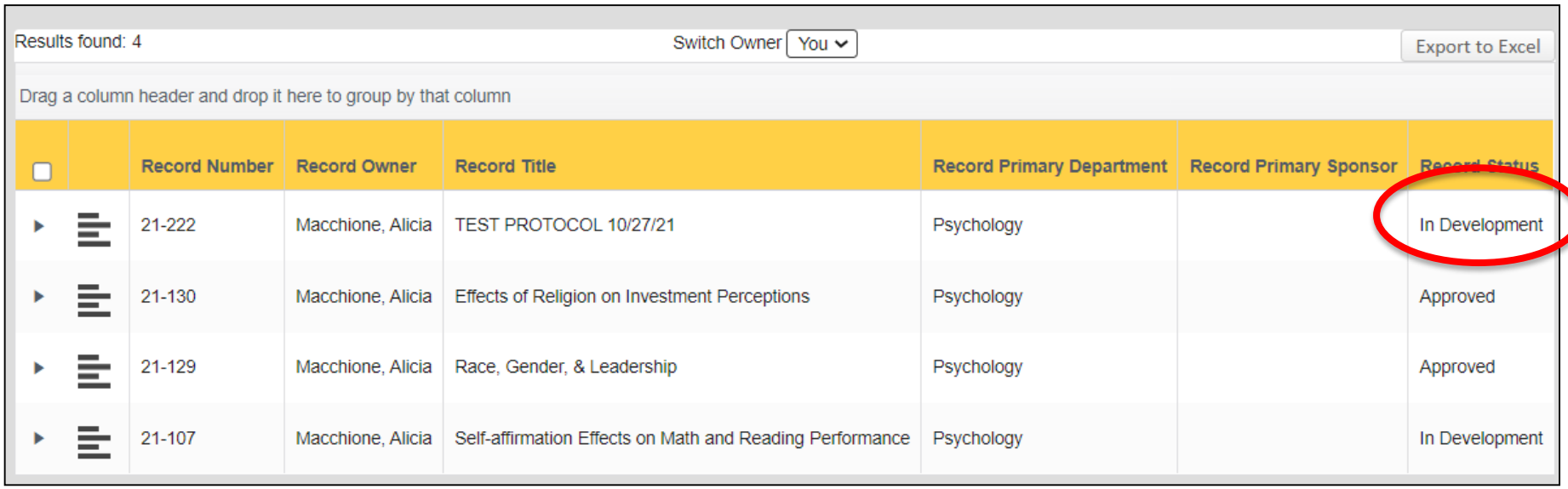
Workflow charts indicate where your submission is in the review process. If you want to know where an initial application is, click on 'initial application' and then click on the numbers in each box.



2. Locate My Records



Under 'Locate My Records', you will see all of your applications currently in the system. Refer to the record status to determine the status of your application. If an application is 'In Development', it has not been submitted.

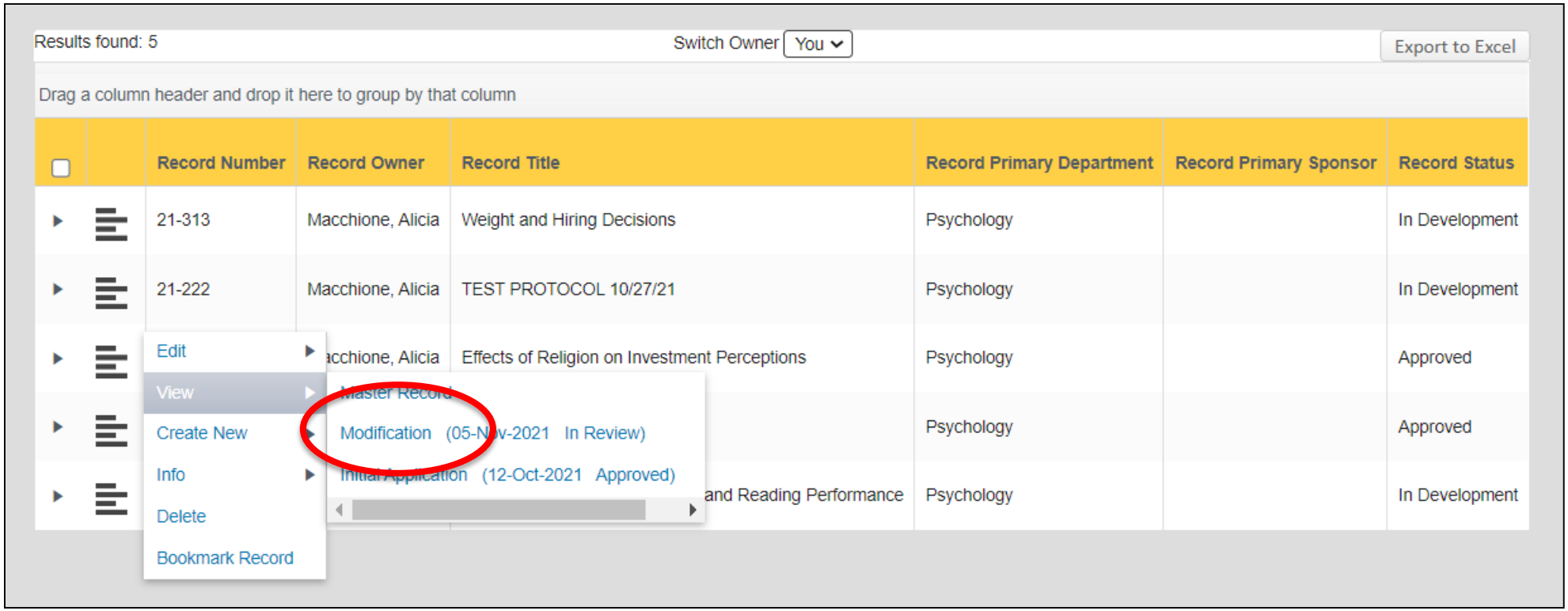


Record Number	Record Owner	Record Title	Record Primary Department	Record Primary Sponsor	Record Status
21-222	Macchione, Alicia	TEST PROTOCOL 10/27/21	Psychology		In Development
21-130	Macchione, Alicia	Effects of Religion on Investment Perceptions	Psychology		Approved
21-129	Macchione, Alicia	Race, Gender, & Leadership	Psychology		Approved
21-107	Macchione, Alicia	Self-affirmation Effects on Math and Reading Performance	Psychology		In Development

2. Locate My Records (continued)

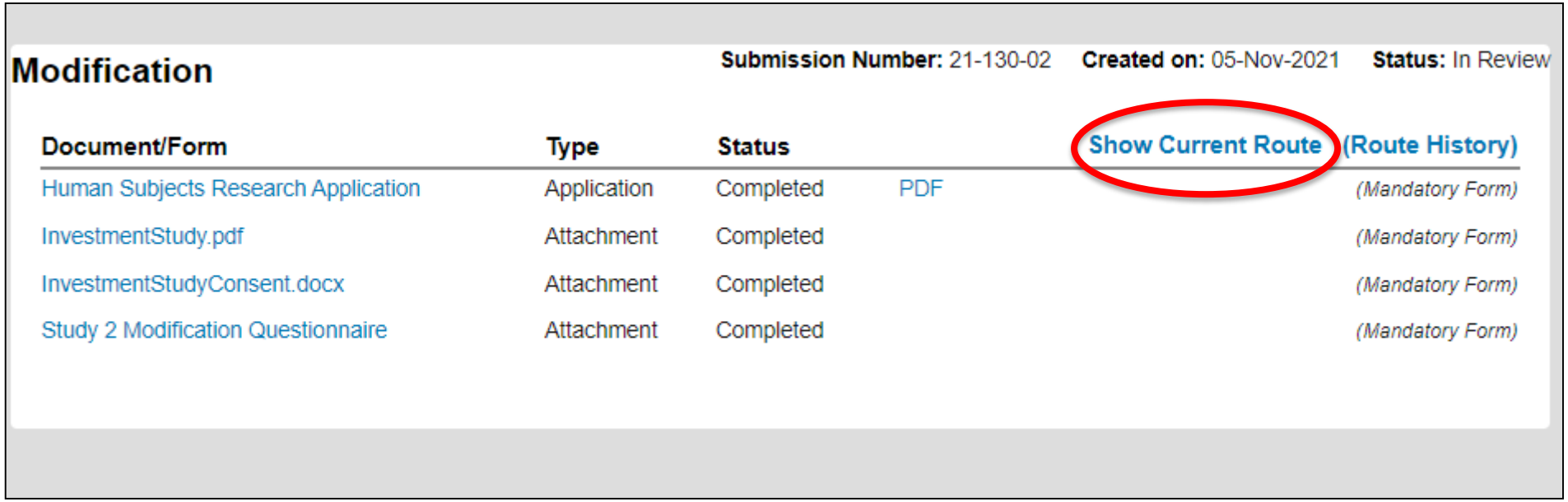
If you have multiple submissions under one protocol (initial, modification, etc.), to determine where a specific submission is you will need to:

1. Click the icon with 4 lines,
2. Click 'View',
3. Click on the specific application you are trying to locate.

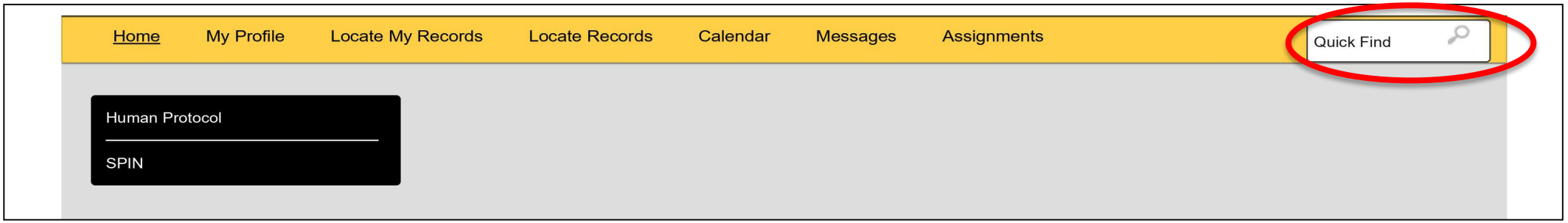


2. Locate My Records (continued)

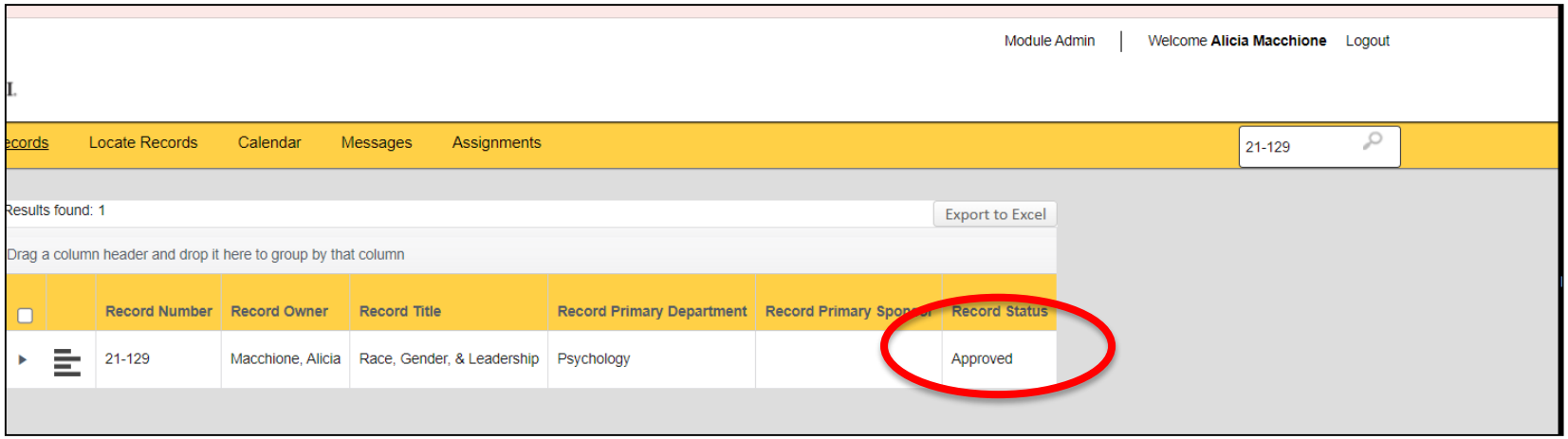
Next, click ‘Show Current Route’ and you will be shown where exactly your submission is in the review process.



3. Search Using Quick Find



If you know your protocol # you can type it in the Quick Find search bar and then refer to the record status to determine the status of your application. If an application is 'In Development', it has not been submitted.



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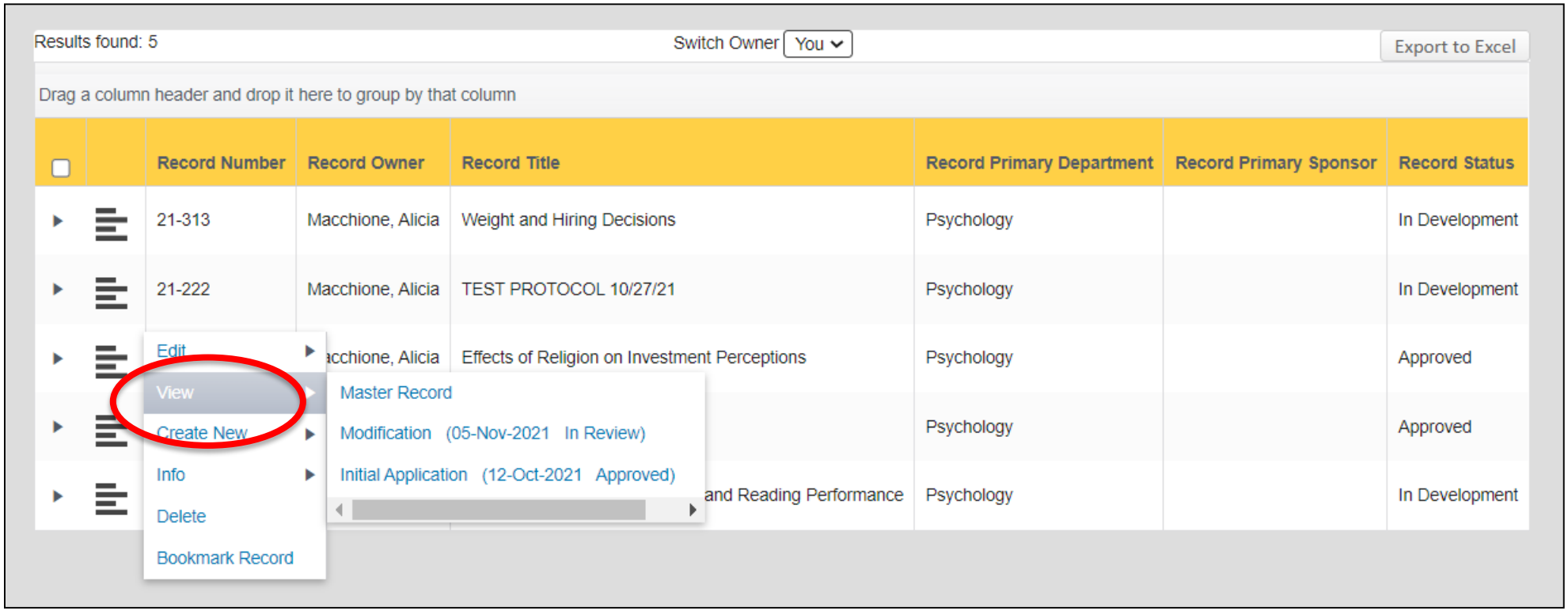

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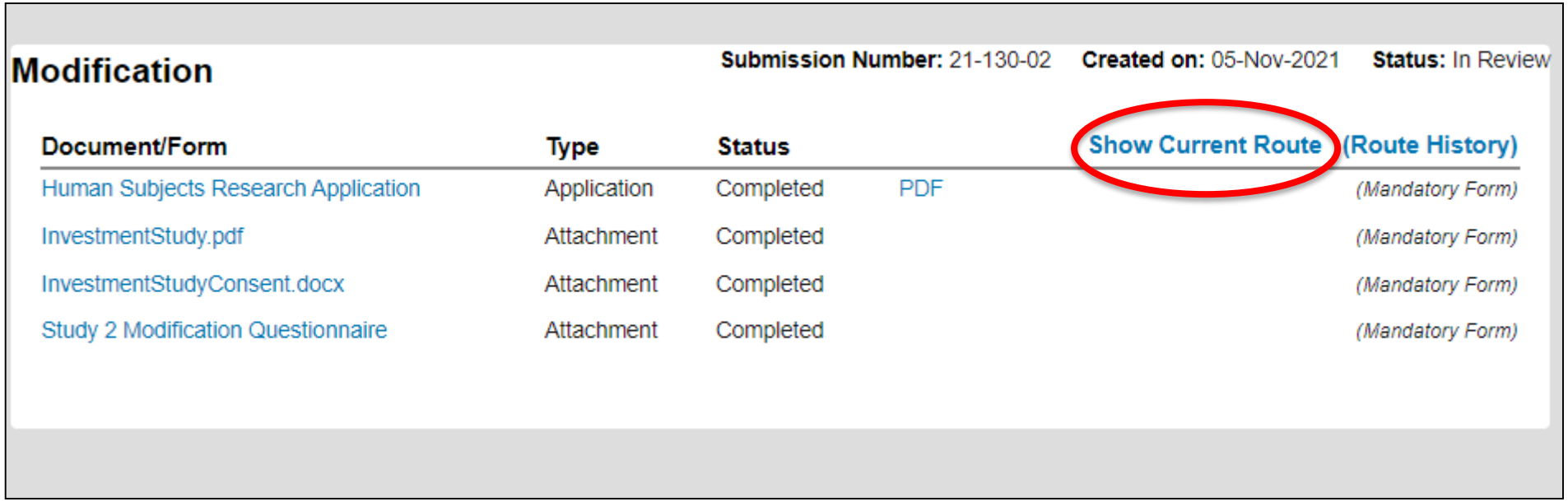
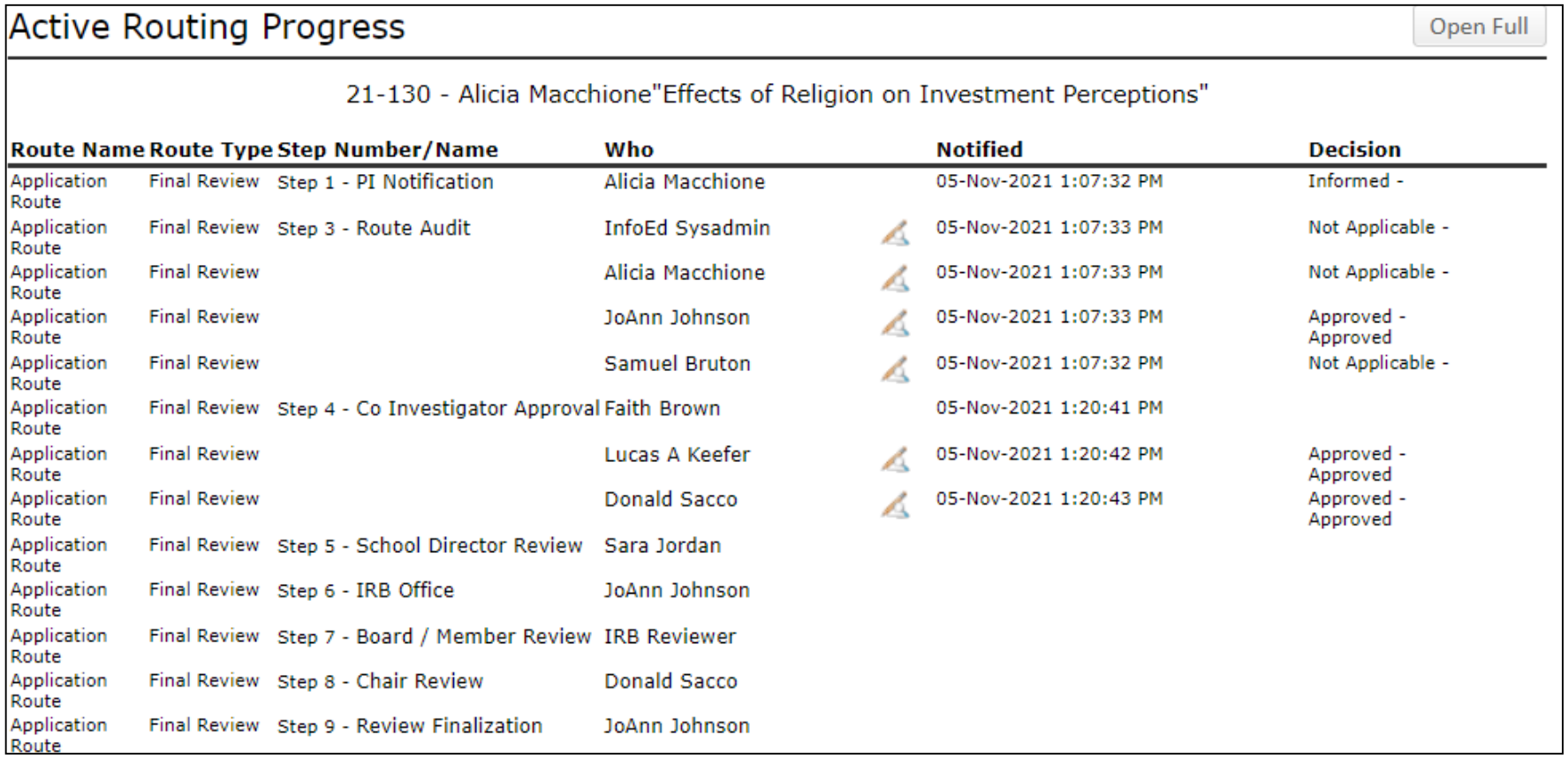


Modification **Submission Number:** 21-130-02 **Created on:** 05-Nov-2021 **Status:** In Review

Document/Form	Type	Status		Show Current Route	(Route History)
Human Subjects Research Application	Application	Completed	PDF		*(Mandatory Form)*
InvestmentStudy.pdf	Attachment	Completed			*(Mandatory Form)*
InvestmentStudyConsent.docx	Attachment	Completed			*(Mandatory Form)*
Study 2 Modification Questionnaire	Attachment	Completed			*(Mandatory Form)*

Ok, I located my application. Now what?

Depending on where your application is, you may want to reach out about pushing your application forward. For example, if your application is with the school director, reach out to the school director.



Active Routing Progress

Open Full

21-130 - Alicia Macchione"Effects of Religion on Investment Perceptions"

Route Name	Route Type	Step Number/Name	Who	Notified	Decision
Application Route	Final Review	Step 1 - PI Notification	Alicia Macchione	05-Nov-2021 1:07:32 PM	Informed -
Application Route	Final Review	Step 3 - Route Audit	InfoEd Sysadmin	05-Nov-2021 1:07:33 PM	Not Applicable -
Application Route	Final Review		Alicia Macchione	05-Nov-2021 1:07:33 PM	Not Applicable -
Application Route	Final Review		JoAnn Johnson	05-Nov-2021 1:07:33 PM	Approved - Approved
Application Route	Final Review		Samuel Bruton	05-Nov-2021 1:07:32 PM	Not Applicable -
Application Route	Final Review	Step 4 - Co Investigator Approval	Faith Brown	05-Nov-2021 1:20:41 PM	
Application Route	Final Review		Lucas A Keefer	05-Nov-2021 1:20:42 PM	Approved - Approved
Application Route	Final Review		Donald Sacco	05-Nov-2021 1:20:43 PM	Approved - Approved
Application Route	Final Review	Step 5 - School Director Review	Sara Jordan		
Application Route	Final Review	Step 6 - IRB Office	JoAnn Johnson		
Application Route	Final Review	Step 7 - Board / Member Review	IRB Reviewer		
Application Route	Final Review	Step 8 - Chair Review	Donald Sacco		
Application Route	Final Review	Step 9 - Review Finalization	JoAnn Johnson		

Questions?
https://www.usm.edu/research-integrity/institutional-review-board.php

Contact:
irbhelp@usm.edu

(601) 266-5997