



InfoEd IRB

Making Revisions for Researchers




THE UNIVERSITY OF
SOUTHERN MISSISSIPPI



Revising a Submission

If your study is sent back with revisions required, you will receive an email notification. You must address the comments, resubmit, and wait for official approval prior to beginning data collection. To review the requested revisions, you can click on the link in the email. **DO NOT CREATE A MODIFICATION – YOU MUST EDIT YOUR INITIAL APPLICATION.**

Revisions Required for 21-222

 **Johnson, JoAnn** <joann.johnson@usm.edu> 👍 ↶ ↷ → ...
Wed 10/27/2021 8:37 AM
To: Alicia Macchione

The application for TEST PROTOCOL 10/27/21 submitted to USM's InfoEd IRB portal has not been approved in its present form. Do not begin data collection or other research procedures until the application has been revised and approved. To revise, please click un-"Lock" in the top-right of the form and make all requested revisions. Once the revisions are finished, please re-"Lock" and re-Submit the application.

[Open Submission Package](#)



Revising a Submission

Once you open the submission package, you will click 'Initial Application' and then 'Human Subjects Research Application'

The screenshot displays a web interface for managing a submission. At the top, the record number is 21-222, titled 'TEST PROTOCOL 10/27/21' by Alicia Macchione in the Psychology department. The user is logged in as 'Human Subjects Protocol' and is in 'Edit Mode'. The navigation menu includes 'Submissions (1)', 'Linkages', 'Summaries', 'Attachments', 'Communications', and 'Access'. The 'Submissions' section shows a table with columns for 'Type', 'Submission Number', 'Investigator Submitted On Date', 'Determination', 'Determination Date', 'Determination Date From', and 'Determination Date To'. The 'Initial Application' row is highlighted with a red circle. Below this, a detailed view of the 'Initial Application' is shown, including the submission number (21-222-01), creation date (27-Oct-2021), and status (Revisions Required). A red note states: '*Clicking continue/submit will refresh the route based on current submission data. Only do this when you are ready to proceed.' Below this is a table of documents/forms with columns for 'Document/Form', 'Add', 'Type', 'Status', and 'Show Current Route (Route History)'. The 'Human Subjects Research Application' row is highlighted with a red circle.

Type	Submission Number	Investigator Submitted On Date	Determination	Determination Date	Determination Date From	Determination Date To
Initial Application						

Initial Application Submission Number: 21-222-01 Created on: 27-Oct-2021 Status: Revisions Required

*Clicking continue/submit will refresh the route based on current submission data. Only do this when you are ready to proceed.

Document/Form	Add	Type	Status	Show Current Route (Route History)	Submit
Human Subjects Research Application		Application	Completed	PDF	(Mandatory Form)
InfoEd FAQ.docx		Attachment	Completed		(Mandatory Form)
InfoEd FAQ.docx		Attachment	Completed		(Mandatory Form)



Revising a Submission

Alternatively, if you do not click on the link in the email, you can locate your record on the homepage of InfoEd. To make edits to the initial application, make sure that you are in “Edit” mode and click on your Initial Application.

DO NOT CREATE A MODIFICATION – YOU MUST EDIT YOUR INITIAL APPLICATION.

The screenshot shows the InfoEd system interface for The University of Southern Mississippi. The navigation bar includes 'Home', 'My Profile', 'Locate My Records' (circled in red), 'Locate Records', 'Calendar', 'Messages', and 'Assignments'. On the left, there are sections for 'Human Protocol' and 'SPIN'. The main content area displays 'Results found: 14' and a table of records. The table has columns for 'Record Number', 'Record Owner', and 'Record Title'. A context menu is open over the first record, with the 'Edit' option circled in red. The record title 'Initial Application (24-May-2022 In Development)' is also circled in red.

Record Number	Record Owner	Record Title
		Initial Application (24-May-2022 In Development)
	Macchione, Alicia	New Protocol Created for Alicia Macchione on 18
	Macchione, Alicia	New Protocol Created for Alicia Macchione on 18

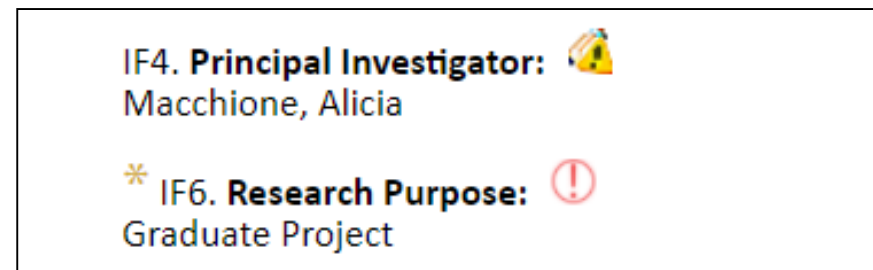


Revising a Submission

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.



Yellow triangles indicate a comment that does not require a response, while the 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 submitting.

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 Chanr

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'.





Questions?

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

Contact:

irbhelp@usm.edu

(601) 266-5997