# INFOED FAQ



## GENERAL QUESTIONS

### Why am I required to use InfoEd?

[**InfoEd**](https://usm.infoedglobal.com/)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 [**InfoEd Support Material**](https://www.usm.edu/research-integrity/irb-training-material.php) page for information regarding possible issues. If you have any questions not answered below, feel free to contact the IRB office by email.

## QUESTIONS ABOUT LOGGING IN

### How do I log in?

To access InfoEd, go to [**https://usm.infoedglobal.com/**](https://usm.infoedglobal.com/EnableWeb/Portal/Home)**.** 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 first must be registered in USM's InfoEd system. Most faculty and graduate students have already been added. If you have tried to login 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**](https://usmforms.formstack.com/forms/infoed_new_user_registration)**.** Uploads of new users will occur every Thursday night, and users will be able to sign in by the start of the business day on Friday. A completed InfoEd Registration Form must be submitted by Wednesday to be uploaded the same week.

## 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 [**InfoEd Support Material**](https://www.usm.edu/research-integrity/irb-training-material.php) 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-Draft: The submission has not been completed and/or submitted.
* Awaiting Approval: The submission is awaiting PI, Co-PI, or Org Approver (School Director) certification.
* Pre-Review: The submission is with the IRB Analyst office for pre-screening.
* Under Review: The submission has been sent to the IRB Chair for final review.

### I submitted my project for review prior to the change to InfoEd. How do I renew, modify, and/or report an incident for my study if it was approved before InfoEd?

To modify a project that was previously approved in Cayuse, you must first submit an initial application in InfoEd. In the initial application, you will be asked to indicate the protocol number from Cayuse. Previously approved protocols will not have to undergo the full review process again. Once a new initial application is submitted and approved, you will be able to renew the project and/or submit an incident report.

**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?

**I cannot locate my research advisor, co-investigator or 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> (New users are added on a daily basis, it may take up to 24 hours to have access)

**I cannot submit my protocol.**

* Have you completed ALL required fields?
* Have you “validated” and “locked” 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 logon to: [www.citiprogram.org](http://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 “unlocked” the form?
* If a “response” required from the reviewer in the comment section, did you “reply” to the 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 recruit 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* ***irb******help******@usm.edu***