

MAKING REQUESTED REVISIONS TO IRB APPLICATION

This guide will quickly show you how to view comments, make revisions, and resubmit your IRB application in InfoEd. For more in-depth instructions, please refer to our BC IRB Guide for Researchers available in the InfoEd tab on our website (bc.edu/orp)

1 Locate Protocol

Log into InfoEd and click “Assignments” on the top of the page. Find the correct protocol and click the linked protocol number (record number). If you are not the PI, you can locate the protocol by typing the number in the Quick Find bar on the top right of the page.

Module	Record Number	Record Owner
IRB Protocols	25.0638	D'Amico, Megh

Comments Panel Resource Bar

ASSIGNMENT

POINTS FOR REVIEW

GENERAL INFORMATION

BC PERSONNEL

NON-BC PERSONNEL

RESEARCH SUMMARY

INFORMED CONSENT

PERFORMANCE SITES

COLLABORATING INSTITUTIONS

ATTACHMENTS

ACKNOWLEDGEMENT

SUBMISSION INSTRUCTIONS

General Information

Protocol Number 25.003

Submission Number 25.003-01

Study Title: (If funded must match the sponsored title)

New Protocol Created for Investigator Tester on 09-Jun-2024 9:29 AM

Submission Type Initial Application

Legacy Protocol

Validate Form Locked, Unlock to Edit

2 View Comments & Reply if Required

Click individual sections with revision icons or click “Comments Panel” to show all at once. If a comment has a symbol, you must reply to the comment before the system will allow you to resubmit the revised application.

3 Revise Application

Uncheck the “Form Locked, Unlock to Edit” button on the top right of the application window. Make revisions to the application based on the comments. Click the “Check for Errors” box on the top right of the application window to lock the application

Validate Form Locked, Unlock to Edit

Previous Next

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Assignment

Investigator Tester, Please review the Initial Application eForm for this submission and respond to When ready, return the submission to the office using the Assignment page and selecting the "Office Revisions Returned"

Next Step/Decision: Office Revisions Returned

Assign to: Admin, InfoEd - Sponsored Pro

I am done

4 Resubmit Application

Once revisions have been made, submit the application to the IRB Office. Go to the “Assignment” section of the application located on the left side of the window.

If you are the PI, select “I am done”
If you are a Student PI, select “Advisor Sign Off”
If you are Research Staff, select “Faculty PI Sign Off”

Your application has now been submitted and will either be routed to the IRB Office, faculty advisor, or PI depending on the routing chosen in step 4