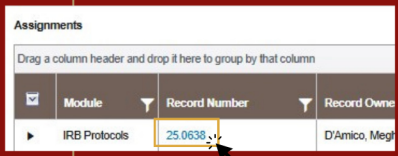
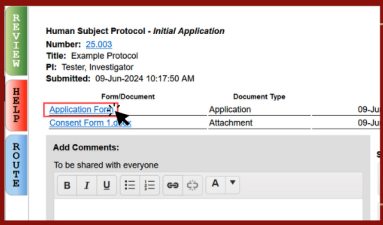
SIGNING OFF ON SUBMISSIONS

This guide will quickly show you how to sign off on submissions as a faculty advisor or PI when a student PI or research staff submits an 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).



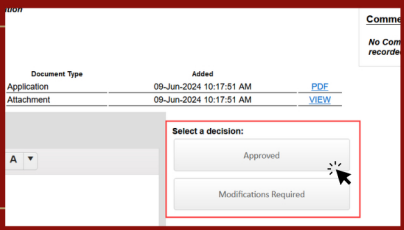


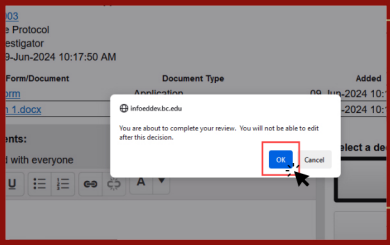
2 Review Application

Faculty advisors are expected to review the submission to ensure is complete and ready for IRB review. If revisions are needed prior to IRB review, users can make comments in the application or reviewer dashboard for students/RAs to view and revise.

3 Approve or Send Back

- Click "Approved" to send the submission to the IRB office for review.
- Click "Modifications Required" to have the submission routed back to the student PI or RA for revisions.





4 Confirm Review Decision

Click OK to confirm review decision. The popup will close automatically, and the review decision will be recorded, with the submission routed accordingly.

Please email irb@bc.edu with questions