

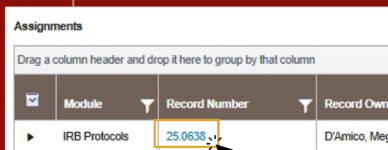
SIGNING OFF ON SUBMISSIONS

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.

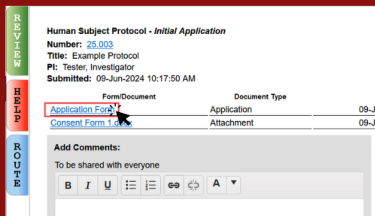
For more in-depth instructions, please refer to our BC IRB Guide for Researchers available in the InfoEd tab on our website (bc.edu/orp)

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).



Drag a column header and drop it here to group by that column			
<input checked="" type="checkbox"/>	Module	Record Number	Record Owner
	IRB Protocols	25 0638	D'Amico, Megh



Human Subject Protocol - Initial Application

Number: 25.003

Title: Example Protocol

PI: Tester, Investigator

Submitted: 09-Jun-2024 10:17:50 AM

Form/Document	Document Type	Added
Application Form	Application	09-Jun-2024 10:17:50 AM
Consent Form 1.0	Attachment	09-Jun-2024 10:17:50 AM

Add Comments:

To be shared with everyone

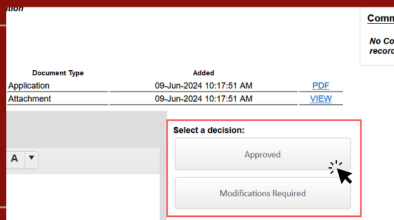
B I U [list icon] [link icon] A [dropdown]

2 Review Application

Faculty advisors are expected to review the submission to ensure it 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.



Document Type

Document Type	Added	PDF
Application	09-Jun-2024 10:17:51 AM	PDF
Attachment	09-Jun-2024 10:17:51 AM	VIEW

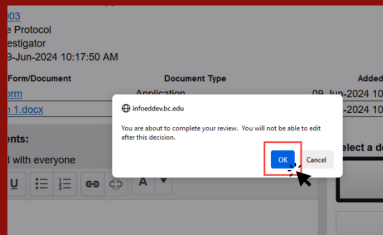
Select a decision:

Approved

Modifications Required

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.



InfoEd@bc.edu

You are about to complete your review. You will not be able to edit after this decision.

OK Cancel