

## GENERAL QUESTIONS

Why am I required to use InfoEd?  
InfoEd

Whom do I contact for help?  
Please first consult this [page](#) for information regarding possible issues. If you have any questions not answer

## QUESTIONS ABOUT NEW APPLICATIONS, MODIFICATIONS, RENEWALS, AND INCIDENT REPORTS

How do I submit an initial submission, make a modification to my study, or renew my study? Please see our [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 development : The submission has not been completed and/or submitted.
- In review : The submit

I cannot locate my research advisor, co-investigator, or a 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>

I cannot submit my protocol.

- Have you completed ALL required fields?
- Have you "validated" and "checked to submit" 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, log in 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

Reasons why my protocol was returned to me for revisions prior to assignment to an IRB reviewer.