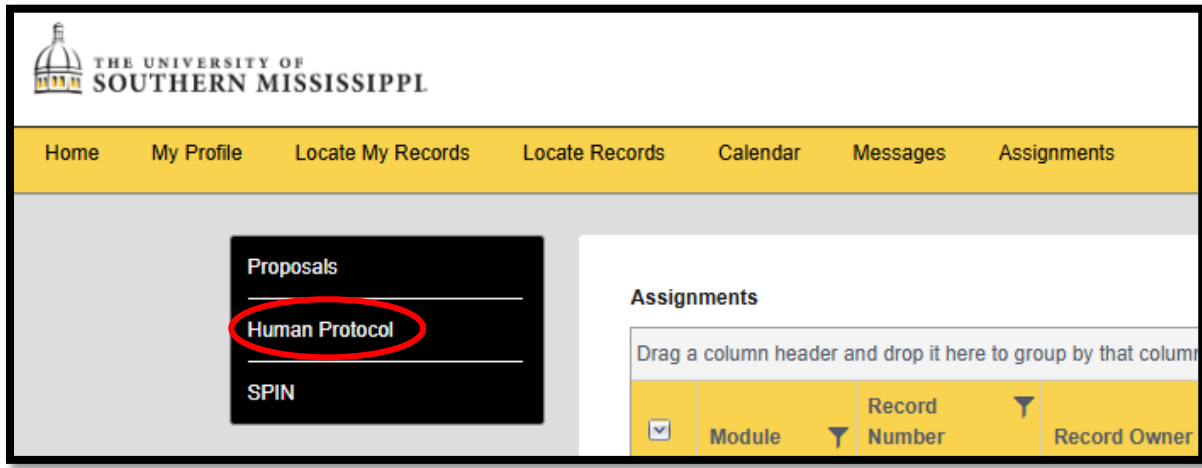
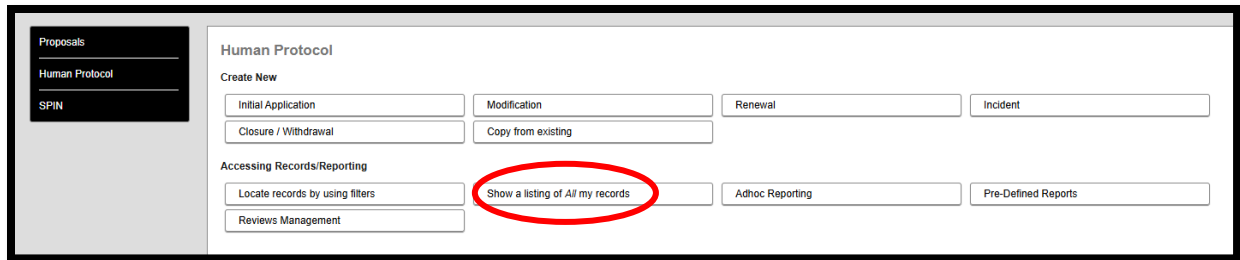


Part A: How to Access & Download Your Protocols

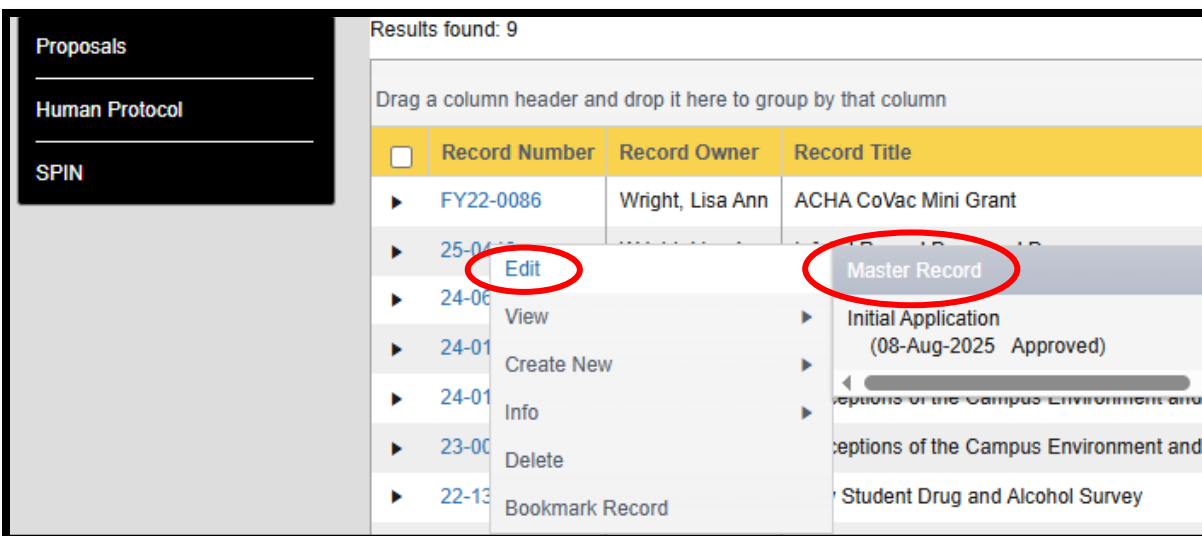
Step 1: Log into [InfoEd](#). Click on Human Protocol.



Step 2: Select “Show a listing of *All* my records”.



Step 3: Click on the blue protocol number you would like to access, select “Edit”, and then “Master Record”.



Step 4: A new window will open; click on the “Initial Application” option in blue text. If you have modifications and/or renewals, they will also be listed in blue text, and you will be able to access them to retrieve all associated documents following the same steps.

Record Number
25-0446

InfoEd Record Download Demo
Lisa Ann Wright - VP for Research

Human Subjects Protocol
[Edit Mode](#)

Submissions (1) | Linkages | Summaries | Attachments (2) | Communications (1) | Access

Home > Submissions

Submissions

Type

Submission Number

Investigator Submitted On

Determination Date

Determination Date From

Determination Date To

Initial Application

25-0446-01

N/A

Approved

08-Aug-2025

08-Aug-2025

07-Aug-2026

Delete

Step 5: Click on “PDF” in blue text. Make sure pop-ups are allowed on your computer.

Record Number
25-0446

InfoEd Record Download Demo
Lisa Ann Wright - VP for Research

Human Subjects Protocol
[Edit Mode](#)

Submissions (1) | Linkages | Summaries | Attachments (2) | Communications (1) | Access

Home > Submissions > Initial Application > Submission

Submission

Reviews (1)

Communications (1)

Personnel (1)

Attachments (2)

Status History (3)

Assignments

Initial Application

Submission Number: 25-0446-01

Created on: 08-Aug-2025

Status: Approved

Document/Form

Type

Status

(Route History)

Human Subjects Research Application

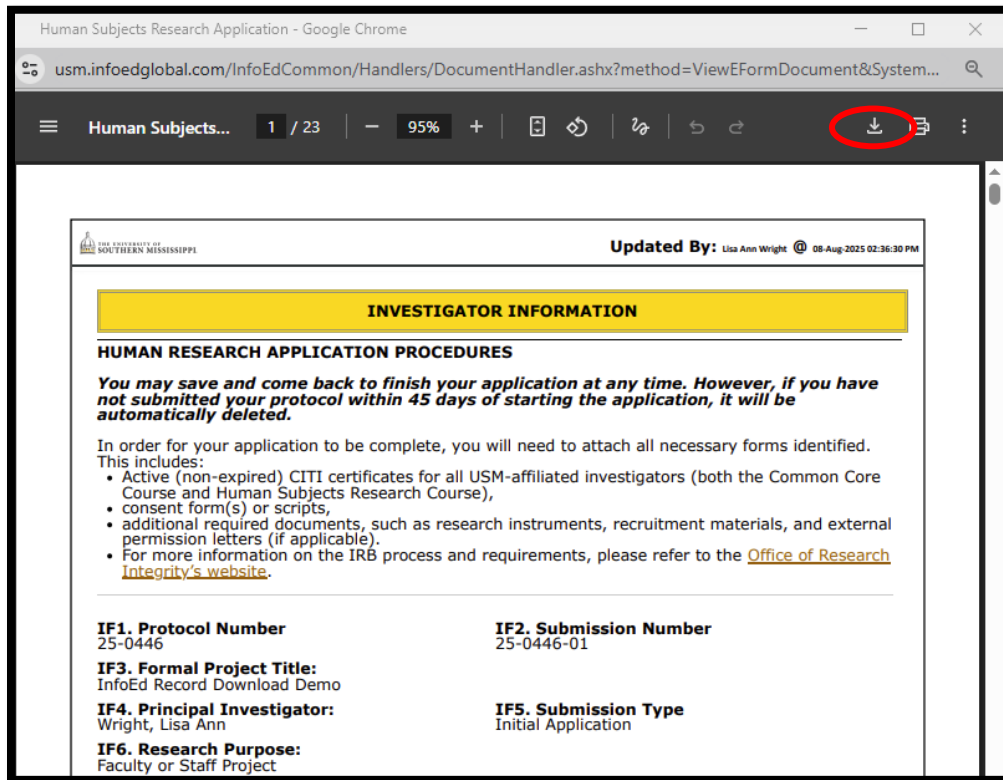
Application

Completed

PDF

(Mandatory Form)

Step 6: A new window will open, and you will be able to download and save a copy of your protocol as a PDF.



Human Subjects Research Application - Google Chrome

usm.infoedglobal.com/InfoEdCommon/Handlers/DocumentHandler.ashx?method=ViewEFormDocument&System...

Human Subjects... 1 / 23 95%

Updated By: Lisa Ann Wright 08-Aug-2025 02:36:30 PM

INVESTIGATOR INFORMATION

HUMAN RESEARCH APPLICATION PROCEDURES

You may save and come back to finish your application at any time. However, if you have not submitted your protocol within 45 days of starting the application, it will be automatically deleted.

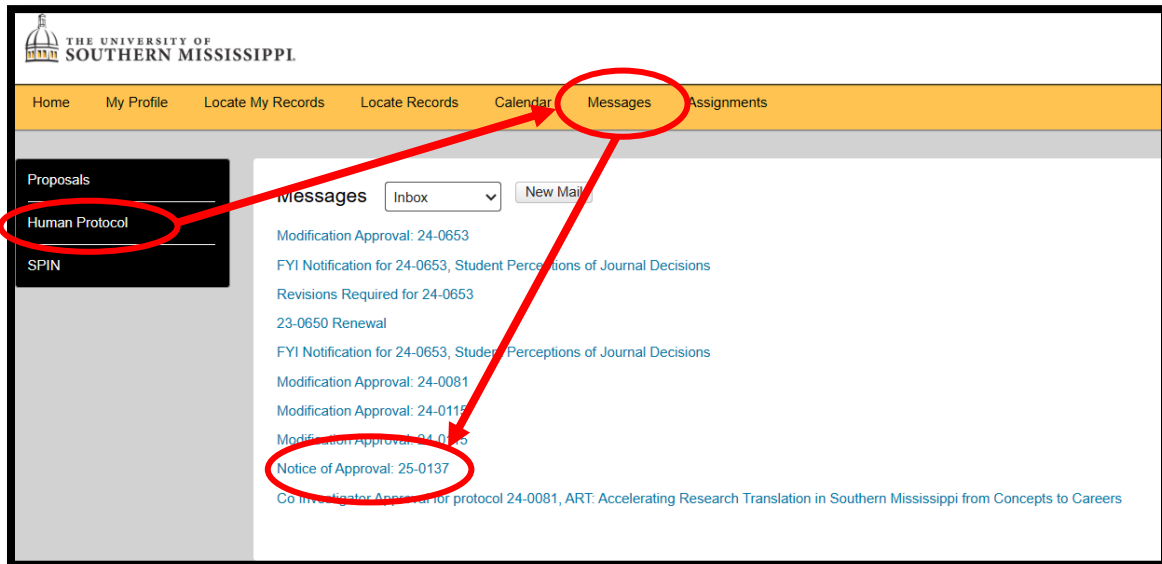
In order for your application to be complete, you will need to attach all necessary forms identified. This includes:

- Active (non-expired) CITI certificates for all USM-affiliated investigators (both the Common Core Course and Human Subjects Research Course),
- consent form(s) or scripts,
- additional required documents, such as research instruments, recruitment materials, and external permission letters (if applicable).
- For more information on the IRB process and requirements, please refer to the [Office of Research Integrity's website](#).

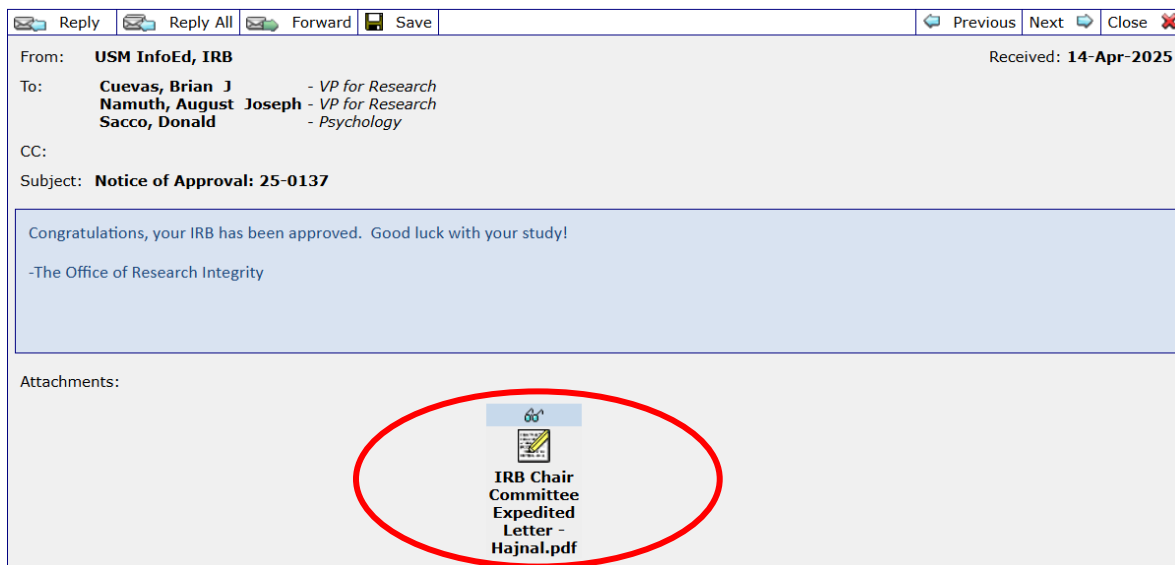
IF1. Protocol Number 25-0446	IF2. Submission Number 25-0446-01
IF3. Formal Project Title: InfoEd Record Download Demo	
IF4. Principal Investigator: Wright, Lisa Ann	IF5. Submission Type Initial Application
IF6. Research Purpose: Faculty or Staff Project	

Part B: How to Access & Download Your Approval Letters

Step 1: Return to the InfoEd's "Human Protocol" screen and click on "Messages". From your messages list, select the approval notification for the corresponding protocol submission.



Step 2: The message will open in a new window, where you will have the option to download a copy of your approval letter.



Step 3: Your approval letter will open in a new window, where you will have the option to save the letter as a PDF.

