



InfoEd IRB

Where is my protocol?



THE UNIVERSITY OF
SOUTHERN MISSISSIPPI



After You Submit

After you submit a protocol, your application is entered into the review process. There are three different ways to find out where your protocol is in the review process:

1. Check the Workflow Chart
2. Check under 'Locate my Records'
3. Search for your protocol in 'Quick Find'

***If you are a reviewer and are looking for an application awaiting your review, you will look under 'My Assignments' on the home page.*



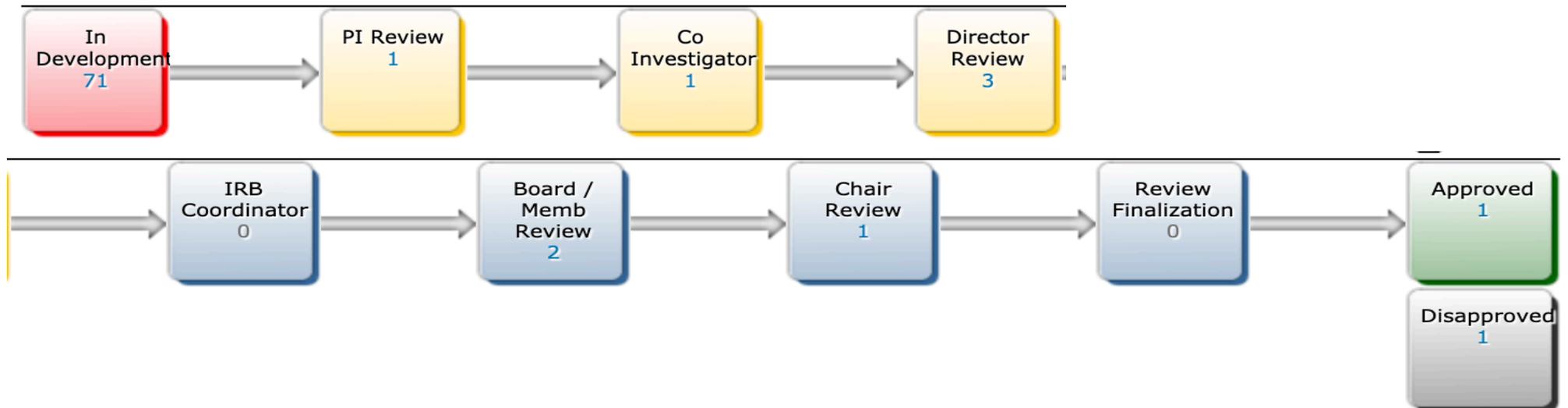
1. Check the Workflow Chart

On the homepage of InfoEd, you have a section labeled 'Workflow Charts'. Here is where you can see a visualization of the review process.

Workflow Chart(s)	Category
Initial Application	Human Subjects Protocol
Modification	Human Subjects Protocol
Incident	Human Subjects Protocol
Renewal	Human Subjects Protocol
Closure	Human Subjects Protocol

Workflow charts indicate where your submission is in the review process. If you want to know where an initial application is, click on 'initial application' and then click on the numbers in each box.

Initial Application





2. Locate My Records

Home My Profile **Locate My Records** Locate Records Calendar Messages Assignments Quick Find

Human Protocol
SPIN

Where you can find all of your applications

Under 'Locate My Records', you will see all of your applications currently in the system. Refer to the record status to determine the status of your application. If an application is 'In Development', it has not been submitted.

Results found: 4 Switch Owner You Export to Excel

Drag a column header and drop it here to group by that column

		Record Number	Record Owner	Record Title	Record Primary Department	Record Primary Sponsor	Record Status
▶	☰	21-222	Macchione, Alicia	TEST PROTOCOL 10/27/21	Psychology		In Development
▶	☰	21-130	Macchione, Alicia	Effects of Religion on Investment Perceptions	Psychology		Approved
▶	☰	21-129	Macchione, Alicia	Race, Gender, & Leadership	Psychology		Approved
▶	☰	21-107	Macchione, Alicia	Self-affirmation Effects on Math and Reading Performance	Psychology		In Development



2. Locate My Records (continued)

If you have multiple submissions under one protocol (initial, modification, etc.), to determine where a specific submission is you will need to:

1. Click the icon with 4 lines,
2. Click 'View',
3. Click on the specific application you are trying to locate.

Results found: 5 Switch Owner You

Drag a column header and drop it here to group by that column

<input type="checkbox"/>		Record Number	Record Owner	Record Title	Record Primary Department	Record Primary Sponsor	Record Status
▶	☰	21-313	Macchione, Alicia	Weight and Hiring Decisions	Psychology		In Development
▶	☰	21-222	Macchione, Alicia	TEST PROTOCOL 10/27/21	Psychology		In Development
▶	☰		Macchione, Alicia	Effects of Religion on Investment Perceptions	Psychology		Approved
▶	☰			Modification (05-Nov-2021 In Review)	Psychology		Approved
▶	☰			Initial Application (12-Oct-2021 Approved)	Psychology		In Development
▶	☰			and Reading Performance	Psychology		In Development

Note: In the screenshot, a red circle highlights the 'View' menu item, and a red oval highlights the 'Modification (05-Nov-2021 In Review)' option within the sub-menu.



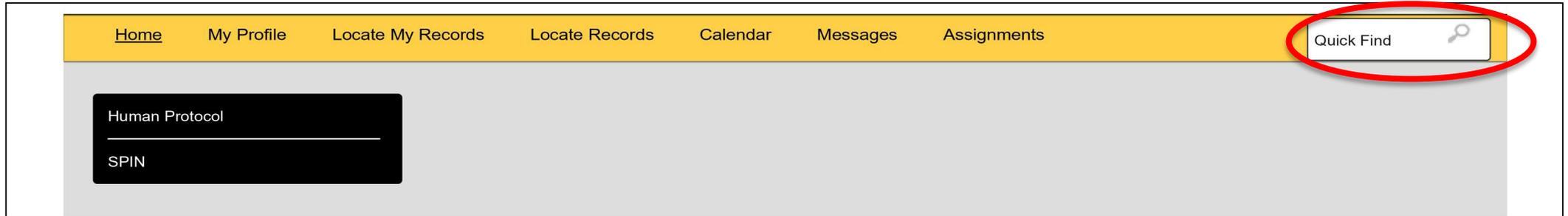
2. Locate My Records (continued)

Next, click 'Show Current Route' and you will be shown where exactly your submission is in the review process.

Modification			Submission Number: 21-130-02	Created on: 05-Nov-2021	Status: In Review
Document/Form	Type	Status		Show Current Route	(Route History)
Human Subjects Research Application	Application	Completed	PDF		<i>(Mandatory Form)</i>
InvestmentStudy.pdf	Attachment	Completed			<i>(Mandatory Form)</i>
InvestmentStudyConsent.docx	Attachment	Completed			<i>(Mandatory Form)</i>
Study 2 Modification Questionnaire	Attachment	Completed			<i>(Mandatory Form)</i>



3. Search Using Quick Find



If you know your protocol # you can type it in the Quick Find search bar and then refer to the record status to determine the status of your application. If an application is 'In Development', it has not been submitted.

Module Admin | Welcome Alicia Macchione Logout

Records Locate Records Calendar Messages Assignments 21-129

Results found: 1 [Export to Excel](#)

Drag a column header and drop it here to group by that column

	Record Number	Record Owner	Record Title	Record Primary Department	Record Primary Sponsor	Record Status
▶ ☰	21-129	Macchione, Alicia	Race, Gender, & Leadership	Psychology		Approved

3. Search using Quick Find (continued)

If you have multiple submissions under one protocol (initial, modification, etc.), to determine where a specific submission is you will need to:

1. Click the icon with 4 lines,
2. Click 'View',
3. Click on the specific application you are trying to locate.

Results found: 5 Switch Owner Export to Excel

Drag a column header and drop it here to group by that column

<input type="checkbox"/>		Record Number	Record Owner	Record Title	Record Primary Department	Record Primary Sponsor	Record Status
▶	☰	21-313	Macchione, Alicia	Weight and Hiring Decisions	Psychology		In Development
▶	☰	21-222	Macchione, Alicia	TEST PROTOCOL 10/27/21	Psychology		In Development
▶	☰		Macchione, Alicia	Effects of Religion on Investment Perceptions	Psychology		Approved
▶	☰				Psychology		Approved
▶	☰			and Reading Performance	Psychology		In Development

Context Menu (Red Circle): Edit, View, Create New, Info, Delete, Bookmark Record

Sub-menu (Red Circle): Master Record, Modification (05-Nov-2021 In Review), Initial Application (12-Oct-2021 Approved)



3. Search using Quick Find (continued)

Next, click 'Show Current Route' and you will be shown where exactly your submission is in the review process.

Modification			Submission Number: 21-130-02	Created on: 05-Nov-2021	Status: In Review
Document/Form	Type	Status		Show Current Route	(Route History)
Human Subjects Research Application	Application	Completed	PDF		<i>(Mandatory Form)</i>
InvestmentStudy.pdf	Attachment	Completed			<i>(Mandatory Form)</i>
InvestmentStudyConsent.docx	Attachment	Completed			<i>(Mandatory Form)</i>
Study 2 Modification Questionnaire	Attachment	Completed			<i>(Mandatory Form)</i>

Ok, I located my application. Now what?

Depending on where your application is, you may want to reach out about pushing your application forward. For example, if your application is with the school director, reach out to the school director.

Active Routing Progress							Open Full
21-130 - Alicia Macchione"Effects of Religion on Investment Perceptions"							
Route Name	Route Type	Step Number/Name	Who		Notified	Decision	
Application Route	Final Review	Step 1 - PI Notification	Alicia Macchione		05-Nov-2021 1:07:32 PM	Informed -	
Application Route	Final Review	Step 3 - Route Audit	InfoEd Sysadmin		05-Nov-2021 1:07:33 PM	Not Applicable -	
Application Route	Final Review		Alicia Macchione		05-Nov-2021 1:07:33 PM	Not Applicable -	
Application Route	Final Review		JoAnn Johnson		05-Nov-2021 1:07:33 PM	Approved - Approved	
Application Route	Final Review		Samuel Bruton		05-Nov-2021 1:07:32 PM	Not Applicable -	
Application Route	Final Review	Step 4 - Co Investigator Approval	Faith Brown		05-Nov-2021 1:20:41 PM		
Application Route	Final Review		Lucas A Keefer		05-Nov-2021 1:20:42 PM	Approved - Approved	
Application Route	Final Review		Donald Sacco		05-Nov-2021 1:20:43 PM	Approved - Approved	
Application Route	Final Review	Step 5 - School Director Review	Sara Jordan				
Application Route	Final Review	Step 6 - IRB Office	JoAnn Johnson				
Application Route	Final Review	Step 7 - Board / Member Review	IRB Reviewer				
Application Route	Final Review	Step 8 - Chair Review	Donald Sacco				
Application Route	Final Review	Step 9 - Review Finalization	JoAnn Johnson				



Questions?

<https://www.usm.edu/research-integrity/institutional-review-board.php>

Contact:

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