

Creighton University – InfoEd

IRB Annual, Continuing or Project Termination Submission

Last update: May 2021

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If you need help accessing InfoEd or need a profile created contact the Research Compliance Office at:

Phone: 402-280-3074

Email: researchcomped@creighton.edu.

1. Login to InfoEd

Step 1: Go to <https://creighton.infoedglobal.com>

Step 2: Use the Creighton University single-sign-on (SSO) by selecting [Click Here](#).

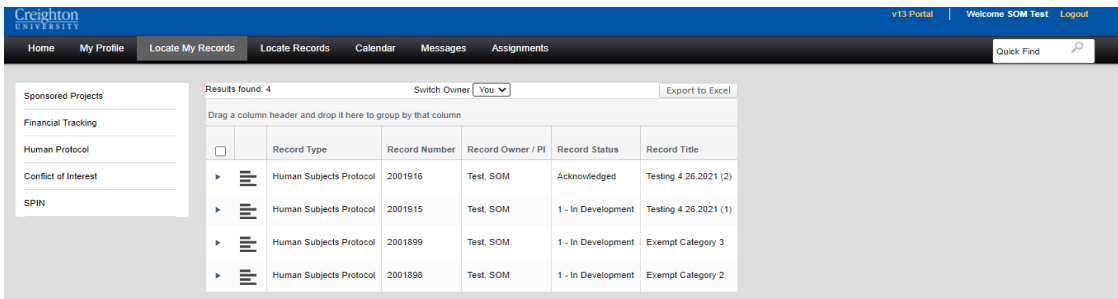
or

Non-SSO users, using the login boxes enter in your assigned username and password.

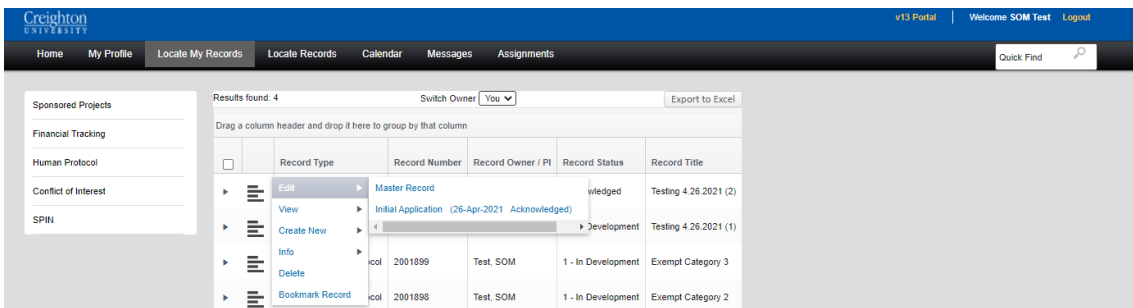
Additional login and setup information is found in the InfoEd User Access Guide.

2. Adding an Annual, Continuing or Project Termination Submission

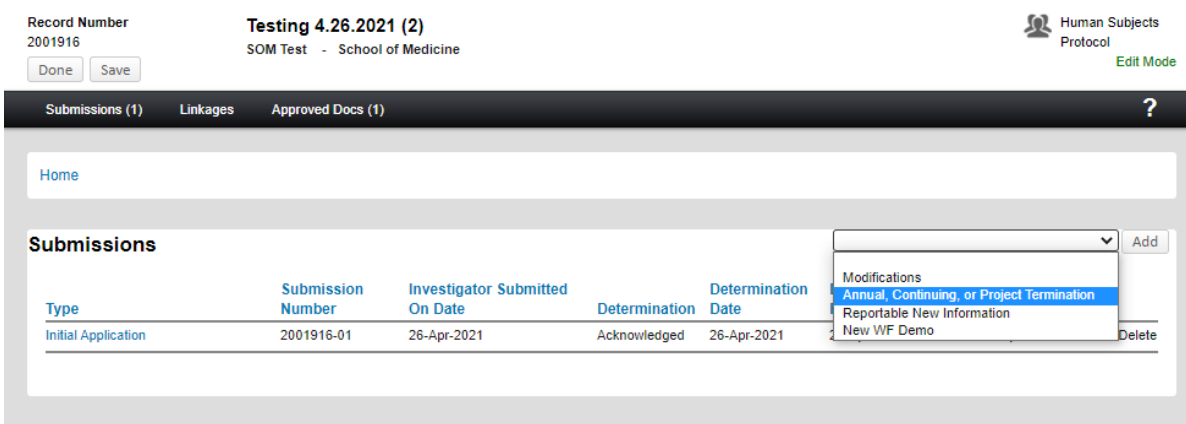
Step 1: Locate your protocol from Locate Records or a Locate Records search.



Step 2: Hover over to select Edit, Master Record



Step 3: Using the Add box select the Annual, Continuing or Project Termination and then select the Add button.



Step 4: Select the Annual, Continuing or Project Termination submission to complete the form.

Record Number: 2001916 **Testing 4.26.2021 (2)**
SOM Test - School of Medicine

Human Subjects Protocol Edit Mode

Done Save

Submissions (2) Linkages Approved Docs (1) ?

Home > Submissions > Annual, Continuing, or Project Termination > Submission

Submission
Personnel (1)
Attachments (2)

Annual, Continuing, or Project Termination
Submission Number: 2001916-02 Created on: 29-Apr-2021 Status: 1 - In Development

Document/Form	Type	Status	
Creighton University HS eForm	Application	Completed	PDF (Mandatory Form)
Annual, Continuing, or Project Termination	Attachment	Incomplete	(Mandatory Form)

Submit

Step 5: Complete the Annual, Continuing or Project Termination form by selecting the Complete box at the top right of the form.

Creighton UNIVERSITY Full Accreditation Close Print Form History Save Complete

Updated By: SOM Test @ 29-Apr-2021 03:00:21 PM

ANNUAL, CONTINUING, OR PROJECT TERMINATION

PI ASSURANCES

ALL PAGES

ANNUAL, CONTINUING, OR PROJECT TERMINATION

- **Convened meeting:** Continuing review materials should be submitted 14 days prior to date of the meeting. Check the IRB website for meeting schedules and the deadline for document submission.
- **Expedited:** Continuing review materials should be submitted 7 days prior to date of expiration. See IRB Policy "Continuing Review/Project Termination"
- **Termination:** Review materials should be submitted prior to the date of expiration.

Protocol Number: 2001916 Submission Number: 2001916-02

Step 6: If the Annual, Continuing and Project Termination form requires an update to the Creighton University HS eForm, select the Creighton University HS eForm and uncheck the Complete box to make changes. Once changes are made, complete the form by checking the Complete box.

Creighton UNIVERSITY

Full Accreditation

Close Print Form History Save Submit Complete

Updated By: SOM Test @ 29-Apr-2021 01:37:32 PM

GENERAL INSTRUCTIONS

PERSONNEL

EXTERNAL

INVESTIGATOR(S)/PERSONNEL

PROJECT SITES

FUNDING

CERTIFICATE OF CONFIDENTIALITY

CONFLICT OF INTEREST

RESOURCES

RESEARCH AND REVIEW TYPE

GENERAL INSTRUCTIONS

Completion of this form is the first step in seeking human subject research approval at Creighton University. This form is to be completed by the Principal Investigator or his/her designee. All research personnel must complete required training, acknowledgements and financial disclosure per Creighton University [policy](#).

The Creighton University IRB will process your application, coordinate review and notify you of their determination.

Research activity may not begin until you receive notification of APPROVAL from the IRB Office. Submissions to the IRB Office that are incomplete will be returned and not forwarded to the Review Committee for action.

Protocol Number: 2001916 Submission Number: 2001916-02

Step 7: When the Annual, Continuing, or Project Termination and the Creighton University HS eForm are complete, **select the Submit button** to route the request.

Record Number: 2001916 **Testing 4.26.2021 (2)** Human Subjects Protocol

SOM Test - School of Medicine Edit Mode

Done Save

Submissions (2) Linkages Approved Docs (1) ?

Home > Submissions > Annual, Continuing, or Project Termination > Submission

Annual, Continuing, or Project Termination

Submission Number: 2001916-02 Created on: 29-Apr-2021 Status: 1 - In Development

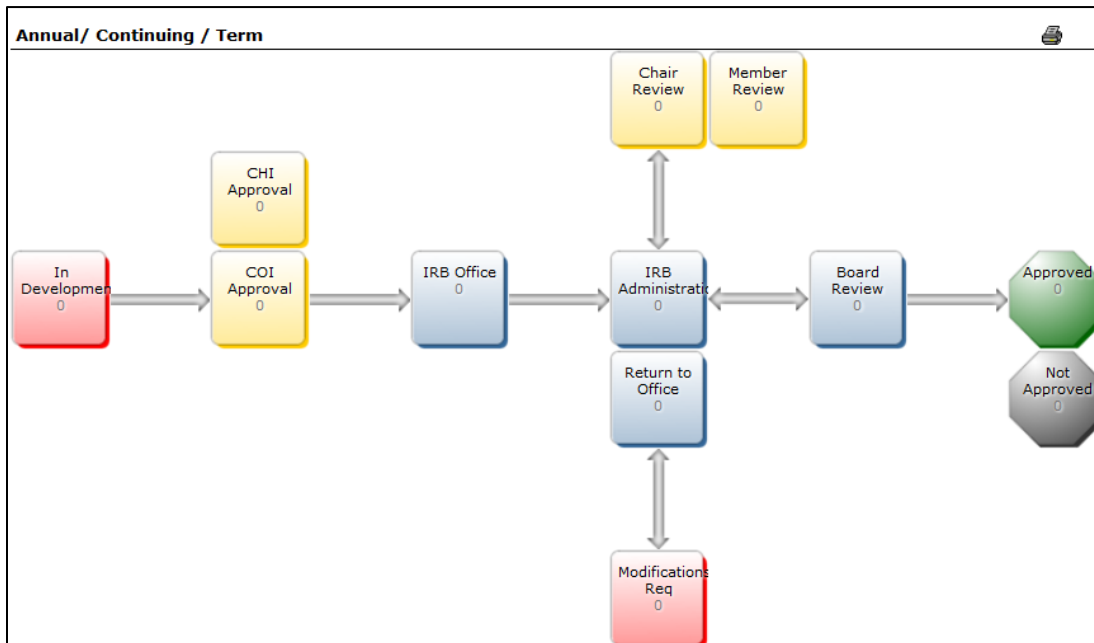
Document/Form	Add	Type	Status	
Creighton University HS eForm		Application	Completed	PDF (Mandatory Form)
Annual, Continuing, or Project Termination		Attachment	Completed	PDF (Mandatory Form)

Submit

3. Annual, Continuing or Project Termination Submission Workflow

An InfoEd submission should be followed through the Workflow Map. Each submission type has a Workflow Map which are made available through the Portal Configurations button on the Home tab.

InfoEd Submission Workflow Chart



4. Workflow Status

The current workflow status of a record number, protocol, is listed as the protocol status.

Drag a column header and drop it here to group by that column						
	Record Type	Record Number	Record Owner / PI	Record Status	Record Title	
<ul style="list-style-type: none"> Edit View Create New 	Protocol	2001914	Test, Password	7 - Approved	Return to Office Testing 4.23.2021	
				Minimal Risk	Print View	
<ul style="list-style-type: none"> Info Delete Bookmark Record 	Human Subjects Protocol			Protocol Status: 7 - Approved	New Protocol Created for Password Test on 22-Apr-2021 12:00 PM	
				Determination Date: 28-Apr-2021	External Test on 22-Apr-2021 10:21 AM	
				Determination Date From: 28-Apr-2021	QIP Testing 22-Apr-2021 10:19 AM	
				Determination Date To: 27-Apr-2022		

The current workflow status of a submission is listed as Status at the submission level.

The screenshot shows a web interface for managing IRB submissions. At the top, it displays the record number '2001914' and the submission title 'Return to Office Testing 4.23.2021'. Below this, there are buttons for 'Done' and 'Save'. The user is identified as 'Human Subjects Protocol' with an 'Edit Mode' link. The main content area is titled 'Reportable New Information' and shows a table with one entry: 'Reportable New Information' of type 'Application' with a status of 'Completed'. The submission number is '2001914-02', created on '28-Apr-2021', and has a status of '3a IRB Administrators'. Navigation links include 'Home', 'Submissions', 'Reportable New Information', and 'Submission'.

Possible statuses and their respective descriptions are listed below:

Status:	Description:
In Development	The submission is incomplete and has not been submitted to the IRB Office.
Routing	The submission has been submitted and is waiting for Co-Investigator approval.
IRB Office	The submission has been received by the IRB Office.
IRB Administrator	The submission has been assigned to an IRB Administrator for review.
Modification Required	A response is required by the PI.
Member or Chair Review	The submission is with a reviewer and a determination has not been made.
On Agenda	The submission is on a Board Review agenda.
Approved	The IRB submission determination was approved by the IRB.
Acknowledge	The IRB submission determination was acknowledged by the IRB.