Creighton UNIVERSITY
Office of the Provost
Research Compliance

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 .

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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.**
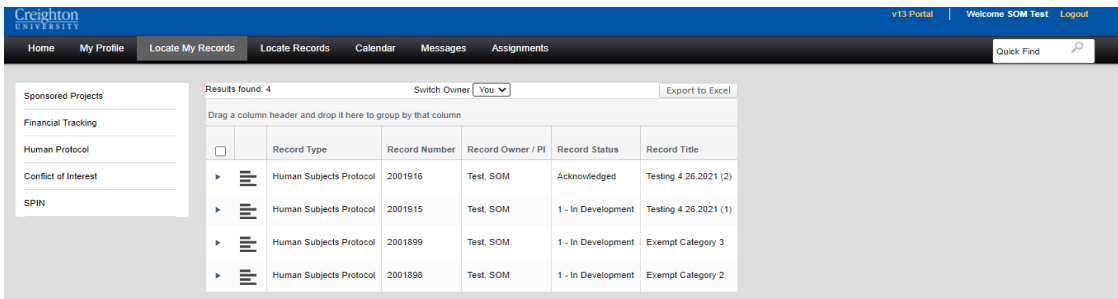   or
   Non-SSO users, using the login boxes enter in your assigned username and password.
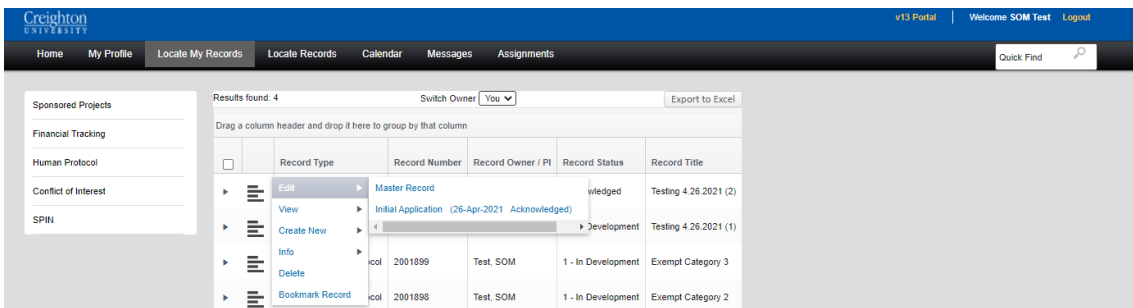
Additional login and setup information is found in the InfoEd User Access Guide.

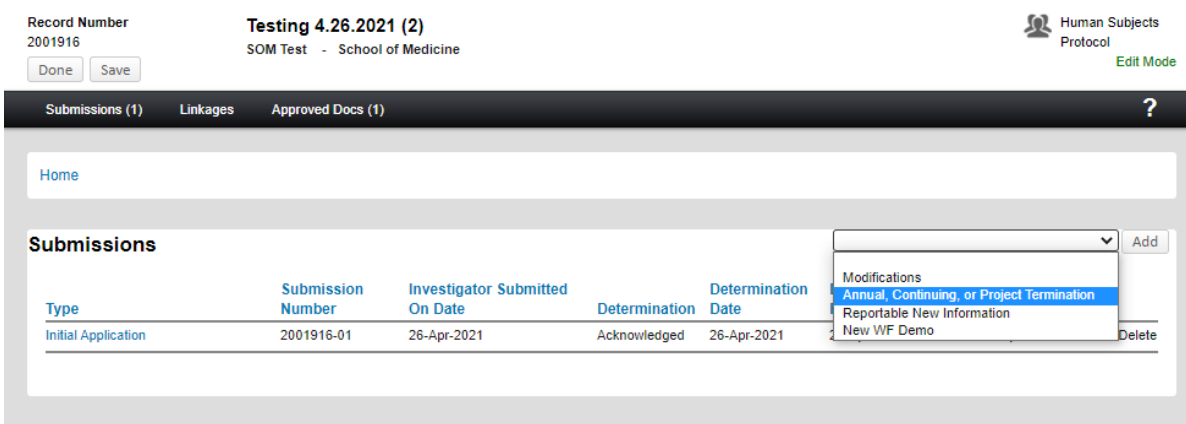## 2. Adding an Annual, Continuing or Project Termination Submission

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
[Done] [Save]

Testing 4.26.2021 (2)
SOM Test - School of Medicine

Human Subjects
Protocol
Edit Mode

| 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 Add	Type	Status		Submit
Creighton University HS eForm	Application	Completed	PDF	*(Mandatory Form)*
Annual, Continuing, or Project Termination	Attachment	Incomplete		*(Mandatory Form)*

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.

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.

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
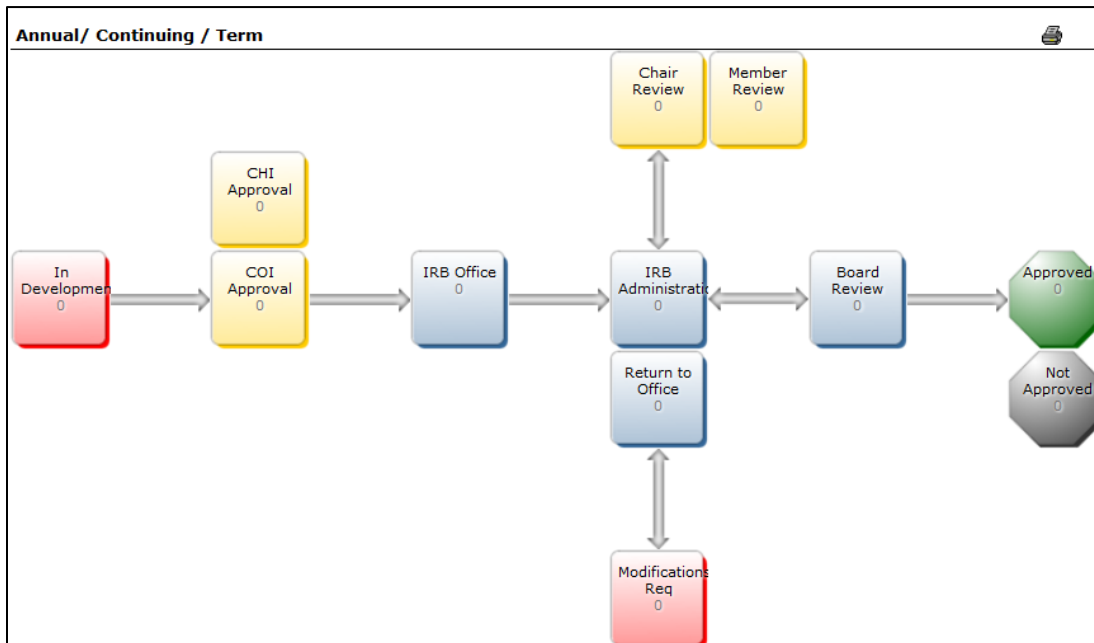
4. Workflow Status

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

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

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.