

Creighton University – InfoEd

Investigator Sign-Off Using the Reviewer Dashboard

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. Reviewer Dashboard

All personnel listed on an Initial Application submission within the Creighton University HS eForm, must sign-off on the protocol during the routing process.

All listed personnel will receive an email requesting the investigator to review the protocol using the Reviewer Dashboard, these emails and links are also found on the InfoEd Assignment tab.

Step 1: Select the Reviewer Dashboard link from the email or the protocol from the Assignment tab to open the Review Dashboard

Office, IRB <Researchcomped@creighton.edu>
To: Research Compliance Ed

↩ Reply
↩ Reply All
→ Forward
⋮

Wed 5/5/2021 2:46 PM

You have been listed as an investigator on this project. Your review is required before this project is submitted to the IRB. You can find instructions for how to complete this process [here](#).

***Remember the preferred browser for InfoEd is Firefox.**

[Reviewer Dashboard](#)

Assignments Open ▾ Your action items ▾

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

<input type="checkbox"/>	Module ▾	Record Number ▾	Record Owner / PI ▾	Object ▾	Record Status ▾	Subject ▾	Assigned ▾
<input checked="" type="checkbox"/>	Human Subjects	2001900	Seiffert, Rosa	Initial Application	2- Routing	Your action is required	05-May-2021 2:45:46 PM
		Record Title	Testing Exempt Category 4 and PI assurance				
		Research Type	Biomedical				
		Summary Review Type	Exempt				
		Determination Date To					
		Risk Level					
		Administrator Name					

Step 2: Select the Review tab from the Reviewer Dashboard

HEL P

REVIEW

ROUTE

You have been identified as someone who needs to perform an On-line Review. The "Review Dashboard" allows you to:

- "See Comments" others have made when they reviewed this item
- "Add Comments" to this item
- Indicate "Your Decision" on the Review of this item
- See the "Routing Progress" that this item has/will take

Many of the items being reviewed have deadlines, so please act accordingly. In order to access this information, you will need to be logged in. If you are unsure of your username/password please click [here](#).

1. Review the items listed on the "Review" tab, marking each item "Reviewed" when you have completed your review of it. Note that "Not Applicable" may be an option and if so, you may select that instead of "Reviewed" when appropriate. No item can be left "Un-Reviewed" to continue.
2. Add any comments to the PI, reviewers, administrators or all viewers as appropriate and click the SAVE icon.
3. Select a value in the "Decision" menu. You may be prompted to acknowledge specific representations and certifications. You must "Accept" these in order to proceed if presented. Click the SAVE icon to confirm your decision and complete your review.

If you intend to "Add Comments", you should do so before you set your decision. Once you set your decision and save, you will not be able make any additional changes, i.e. "Adding Comments" or changing "My Decision" after your decision is saved. If you have any questions regarding your involvement in this process, or what is expected of you please contact:

InfoEd Administration

Phone: 518-713-4200

Close

Step 3: Review the documents associated with the submission by clicking on the Creighton University HS eForm and PDF link.

HEL P

REVIEW

ROUTE

Human Subject Protocol - Initial Application

Number: [2000168](#)

Title: New Protocol Created for Sarah Taylor on 29-Aug-2019 5:42 PM

Sponsor:

Submitted: 29-Aug-2019 5:50:54 PM

Form/Document	Document type	Submitted	Review Status
Creighton University HS eForm	Application	29-Aug-2019 5:50:54 PM	PDF Un-Reviewed

Add Comments:

To be shared with everyone

B *I* U **A** ▼

Select a decision:

Approved

Modifications Required

Comments I can see...

No Comments have been recorded

Close

Comments to be shared with PI(s)

Step 4: Once the review of the Creighton University HS eForm and attached document(s) is complete, update the Review Status to Reviewed or Not Applicable.

Human Subject Protocol - Initial Application

Number: [2000169](#)
Title: New Protocol Created for Sarah Taylor on 29-Aug-2019 5:42 PM
Sponsor:
Submitted: 29-Aug-2019 5:50:54 PM

Form/Document	Document type	Submitted	Review Status
Creighton University HS eForm	Application	29-Aug-2019 5:50:54 PM	Reviewed

Add Comments:
To be shared with everyone

Select a decision:

Approved
Modifications Required

Comments I can see...
No Comments have been recorded

Step 5: Select the determination from the Select a decision.

Approved Button: select if you approve the submission.

Modification Required Button: select if the submission needs to be modified before being submitted to the IRB Office. By selecting the Modification Required button the submission will go back to the Principal Investigator for revisions. Comments added to the comment box will be shared with the assigned group, see the Comment Box labels. Once the revisions are complete, the Principal Investigator will resubmit, and the entire review routing process restarts.

Human Subject Protocol - Initial Application

Number: [2000169](#)
Title: New Protocol Created for Sarah Taylor on 29-Aug-2019 5:42 PM
Sponsor:
Submitted: 29-Aug-2019 5:50:54 PM

Form/Document	Document type	Submitted	Review Status
Creighton University HS eForm	Application	29-Aug-2019 5:50:54 PM	Reviewed

Add Comments:
To be shared with everyone

Select a decision:

Approved
Modifications Required

Comments I can see...
No Comments have been recorded

Step 6: Routing Tab

The route tab is informational only and will list the review status of all personnel on the protocol.

Route Name	Route Type	Step Number/Name	Who	Notified	Decision	Insert	Remove
Default Route	Final Review	Step 0 - Inserted Step	Sarah Taylor	29-Aug-2019 5:50:57 PM	Approved - Approved		
Default Route	Final Review	Step 1 - Inserted Step	Sarah Taylor	29-Aug-2019 5:52:39 PM			
Default Route	Final Review	Step 1 - PI Notification	Brooke Fitzpatrick				

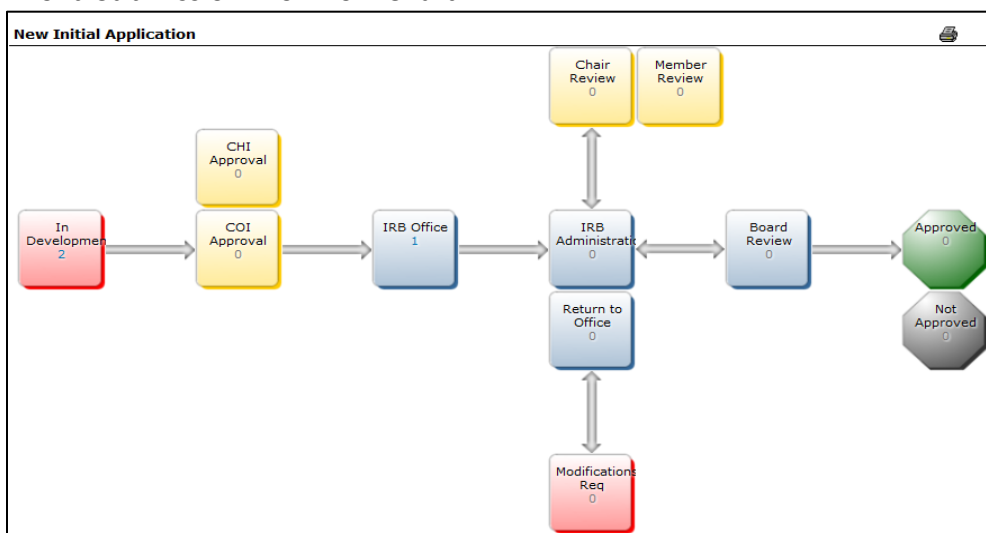
No comments have been recorded yet

3. 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.

Submissions in a review routing process are found in the yellow CoI Approval (Co-Investigator) or if required the CHI Approval steps.

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 Risk 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 				7 - Approved	New Protocol Created for Password Test on 22-Apr-2021 12:00 PM
				- In Development	
				- In Development	External Test on 22-Apr-2021 10:21 AM
				- In Development	QIP Testing 22-Apr-2021 10:19 AM

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

Record Number
2002180

New Protocol Created for Password Test on 18-May-2021 8:08 AM
Password Test - Creighton University

Human Subjects Protocol [Edit Mode](#)

Done Save

Submissions (1) Linkages Approved Docs ?

Home > Submissions > Initial Application > Submission

Submission Attachments (1)

Initial Application Submission Number: 2002180-01 Created on: 18-May-2021 **Status: In Development**

Document/Form	Type	Status
Creighton University HS eForm	Application	Incomplete

Submit (Mandatory Form)

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	The submission is with a reviewer and a determination has not

Review	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.