

Creighton University – InfoEd

Responding to an IRB Modification Required Request

Last update: August 2022

Table of Contents

Logi	n to InfoEd	.1
1.	Logging into InfoEd and reviewing Assignment History comments	.2
2.	Review comments within the application.	.4
3.	Unlocking the submission application.	.4
4.	Reviewing and responding to comments	.5
5.	Make requested revisions to the application	.6
6.	Completing and locking the application.	.6
7.	Returning the application to the IRB Office	.7

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

Phone: 402-280-3074

Email: <u>researchcomped@creighton.edu</u>.

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. Select the Sign in button.

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



Your submission has been reviewed and is in a status of Modification Required. The IRB Administrator reviewing your application is requesting revisions. Please follow these instructions to update your application.

Per IRB policy your revisions should be completed and returned to the IRB within 60 days.

1. Logging into InfoEd and reviewing Assignment History comments.

To complete the requested revisions and see the comments from the IRB Administrator, click 'Log in' from the email link or access InfoEd at https://creighton.infoedglobal.com.

Submissions with the status of Modification Required are found in the Assignments tab. If using the Assignment tab, select the record number to open the Assignment page.

Assignments Tab:

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2. Review comments within the application.

Open eforms by selecting the application listed under the Document/Form section. Example: Select the Creighton University HS eform.

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3. Unlocking the submission application.

The Complete box is found on the top right-hand side of all eforms. Uncheck the blue checkbox within the Complete box to unlock the form.





4. Reviewing and responding to comments.

Review comments made by the IRB Administrator by selecting the yellow triangle and red exclamation marks. The red exclamation marks require a response from you. All comments can be seen within the left menu bar. To open and view comments, select the exclamation marks from within the application.

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EXTERNAL			
 Protocol Number 2003339 Project Title Modification Required 			
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Please provide a complete title.			
27-Jul-2022 03:35 PM <u>Reply</u> For	rward		

Select the reply link when required to add a comment.

1 Na	ame Comment	
	① From: Seiffert, Rosa To: Administrator - PI Public Response Required	
	Prease have this investigator upload a signed CV under blosketch	
	found on the my Frome tab.	
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Within the Message window add your comment and select the Post button. Please do not use the Response Required or Make Comment Public.

Name Comment ① From: Seiffert, Rosa Please have this investigator uplos found on the My Profile tab.	To: Administrator - PI Pu	iblic Response Required	
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5. Make requested revisions to the application.

Make revisions as requested to the application.

6. Completing and locking the application.

When all revisions and comments have been made, check the Complete box.





7. Returning the application to the IRB Office.

After closing the eform application, select the "**I am Done**" button on the right top of the assignment window. Only after the I am Done button is selected will the application be returned to the IRB Office.

After returning the application to the IRB Office verify the following:

1. Your Assignments tab is empty and your submission status is Returned to Office.

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