Creighton
UNIVERSITY
Office of the Provost
Research Compliance

Creighton University – InfoEd

IRB Reportable new Information Submission

Last update: May 2021

Table of Contents

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 a Reportable New Information

Modifications are used for all changes to an approved IRB protocol, ideally a record number should only have one modification request open at a time.

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 Reportable New Information and then select the Add button.

Step 4: Complete the Reportable New Information form.

Step 5: Complete the Reportable New Information form and select the Complete box at the top right corner of the form.

Step 7: Once the Reportable New Information is complete select the submit button

3. Reportable New Information 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
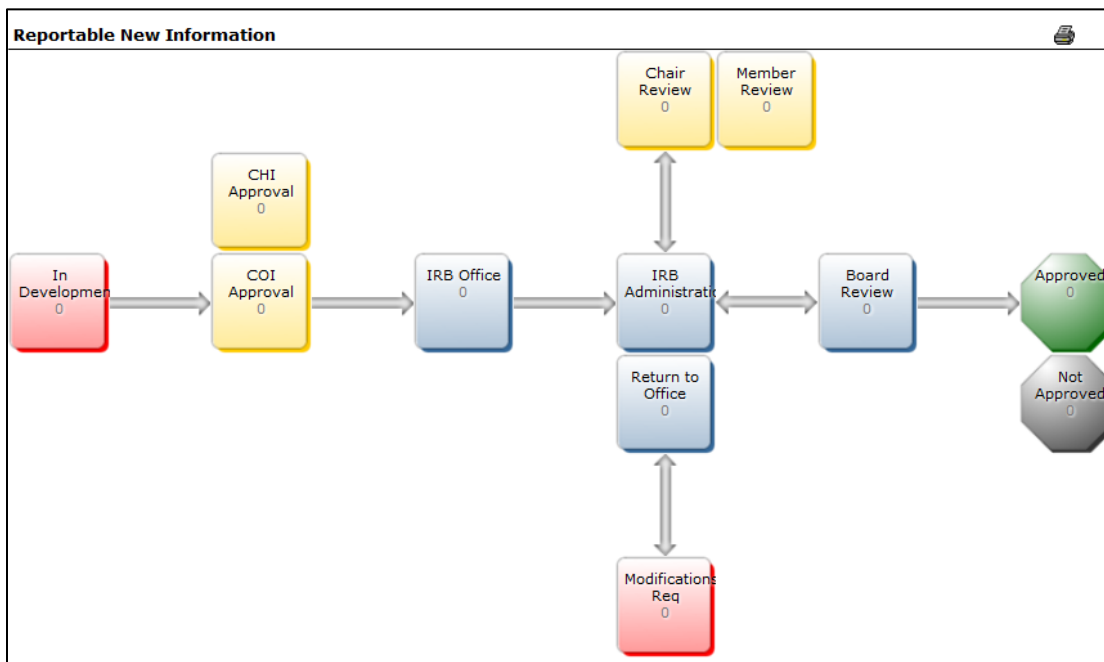
4. Workflow Status

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.