

# Creighton University – InfoEd

## IRB Initial Application Submission

Last update: August 2022

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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](mailto: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.

Select the Sign In button.

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

## 2. Create a New Protocol

The Initial Application is the first submission of a protocol Record Number, all submissions for that Record Number are listed within the Master Record on the Submission tab.

**Step 1:** Select the Human Protocol from the left menu.

**Step 2:** Select Initial Application button under Create New

The screenshot shows the 'Human Protocol' section of the system. On the left is a navigation menu with items: Sponsored Projects, Financial Tracking, Human Protocol, Conflict of Interest, and SPIN. The main content area is titled 'Human Protocol' and contains a 'Create New' section with three buttons: 'Initial Application' (highlighted with a red box), 'Modifications', and 'Annual, Continuing, or Project Termination'. Below this is a 'Reportable New Information' button and a 'Copy from existing' button. The 'Accessing Records/Reporting' section includes 'Locate records by using filters' and 'Show a listing of All my records' buttons. The top navigation bar includes 'Home', 'My Profile', 'Locate My Records', 'Locate Records', 'Calendar', 'Messages', 'Assignments', and a 'Quick Find' search box.

## 3. Complete the Initial Application Creighton University HS eForm

Protocol Record Number is the number which is assigned to your protocol project. All protocol aspects (submissions) will be managed within the assigned Record Number.

**Step 1:** Select the Initial Application to continue with the protocol application. By selecting the Initial Application, InfoEd opens the initial application to the submission level.

The screenshot shows the 'New Protocol Created for Password Test on 18-May-2021 8:08 AM' page. It includes a 'Record Number' of 2002180 and a 'Done' button. The main content area is titled 'Submissions' and contains a table with the following data:

Type	Submission Number	Investigator Submitted On Date	Determination	Determination Date	Determination Date From	Determination Date To	
Initial Application	2002180-01	N/A	In Development	N/A	N/A	N/A	Delete

The 'Initial Application' link in the first row of the table is highlighted with a red box. A message at the top right of the table states: 'New Submissions cannot be added to this Protocol.'

**Step 2:** Select the Creighton University HS eForm to open and complete the application.

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 Add	Type	Status	Submit
Creighton University HS eForm	Application	Incomplete	(Mandatory Form)

**Step 3:** Complete the HS eForm by stepping through the application form.

Remember to update the Project Title with your protocol title.

The Initial Application can be saved, close and re-entered using the Locate My Records or Locate Records tabs.

Creighton UNIVERSITY

Full Accreditation

Close Print Form History Save Submit Complete

Updated By: Password Test @ 15-Apr-2021 12:34:06 PM

GENERAL INSTRUCTIONS PERSONNEL EXTERNAL INVESTIGATOR/PERSONNEL PROJECT SITES FUNDING CERTIFICATE OF CONFIDENTIALITY CONFLICT OF INTEREST RESOURCES ALL PAGES

**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 2001905 Submission Number 2001905-01

\* Project Title  
New Protocol Created for Password Test on 15-Apr-2021 12:34 PM

**Step 4:** Personnel, add all personnel associated with study

**4.1:** Select one person as the principal investigator.

**4.2:** Students must add a mentor.

**4:3:** Projects conducted at a CHI facility must add Molly Davis, CHI Research Director as personnel.

**4:4:** SOM projects should include the SOM Research Department, add Sandra Byers as personnel.

**4:5:** External collaborators should be added to the External Investigators/Personnel section.

## PERSONNEL

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Add all Creighton personnel associated with this study. Use the yellow plus sign to create a new entry.

You must select one person as the principal investigator for this study by selecting the checkbox under 'Principal Investigator' then list the PI as an investigator in the 'role' drop-down. Any additional investigators should also be listed as such in the role drop-down.

IF THE PRINCIPAL INVESTIGATOR IS A STUDENT, YOU MUST LIST YOUR ADVISOR AS PERSONNEL WITH A ROLE DESIGNATION OF MENTOR.

Creighton learners affiliated with the School of Medicine (SOM): You must include the SOM Research Department by adding Sandra Byers, SOM Research Director, as personnel.

For projects conducted at a CHI facility: Your project requires Molly Davis, CHI Research Director, to be listed as personnel. Your project will be routed to the CHI Research Director for review and approval.

Start and End dates can be entered as mm/dd/yyyy, mm/dd/yy, mmdyyy, mmdyyyy, mm-dd-yyyy, mm-dd-yy 



### Personnel

Name

Test, Password

Principal Investigator



Start Date

End Date

\* Role

### Certifications

Certification	Begin	End
TEST Certification	17-Aug-2021	

\* Employer/Affiliation

\* Status

## EXTERNAL INVESTIGATORS/PERSONNEL

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Outside Personnel Information - this section is only for personnel unaffiliated with Creighton University that may be collaborating on your study.



#### 4. Submit and Routing of Initial Application

**Step 1:** Select the Complete check box.

**Step 2:** Select the Submit button.

**Step 3:** Select the Submit button within routing.

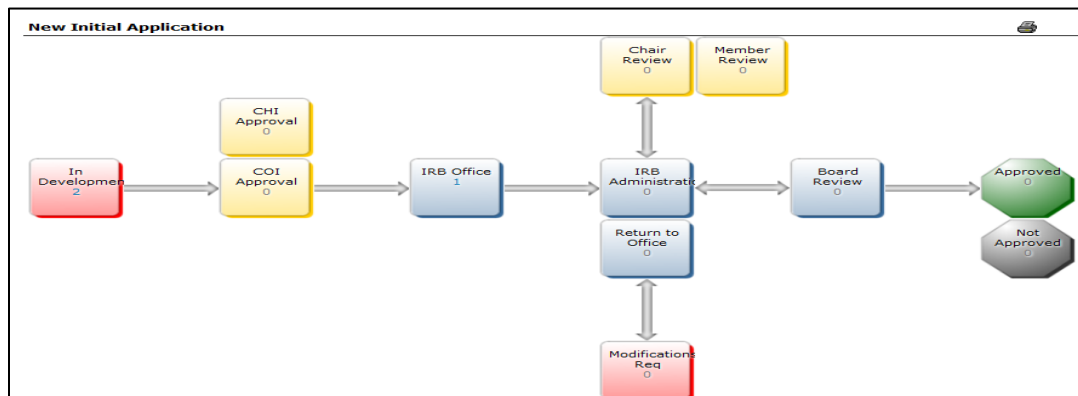
**Step 4:** InfoEd will send notifications to all listed personnel.

The screenshot shows the top navigation bar of the application form. The 'Submit' and 'Complete' buttons are highlighted with a red border. Below the navigation bar, the 'GENERAL INSTRUCTIONS' section is visible, detailing the process of seeking human subject research approval at Creighton University. The form includes fields for Protocol Number (2001905), Submission Number (2001905-01), and Project Title (Testing Protocol for Instructions). A checkbox for 'Was this protocol originally submitted and approved through IRBNet?' is checked 'No'.

#### 5. Initial Application Submission Workflow

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

InfoEd Submission Workflow Chart



## 6. 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
☐					
☑	<a href="#">Edit</a> <a href="#">View</a> Risk <a href="#">Create New</a>	2001914	Test, Password	7 - Approved	Return to Office Testing 4.23.2021
				Minimal Risk	<a href="#">Print View</a>
▶	<a href="#">Info</a> <a href="#">Delete</a> <a href="#">Bookmark Record</a>	Protocol Status:	7 - Approved	- In Development	New Protocol Created for Password Test on 22-Apr-2021 12:00 PM
▶		Determination Date:	28-Apr-2021	- In Development	External Test on 22-Apr-2021 10:21 AM
▶		Determination Date From:	28-Apr-2021		
▶		Determination Date To:	27-Apr-2022	- In Development	QIP Testing 22-Apr-2021 10:19 AM
▶	Human Subjects Proto				

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
<a href="#">Creighton University HS eForm</a>	Application	Incomplete

[Submit](#) (Mandatory Form)

Possible statuses and their respective descriptions are listed below:

Status:	Description:
<b>In Development</b>	The submission is incomplete and has not been submitted to the IRB Office.
<b>Routing</b>	The submission has been submitted and is waiting for Co-Investigator approval.
<b>IRB Office</b>	The submission has been received by the IRB Office.
<b>IRB Administrator</b>	The submission has been assigned to an IRB Administrator for review.

<b>Modification Required</b>	A response is required by the PI.
<b>Reassign</b>	The Submission has been reassigned within the IRB Office.
<b>Member or Chair Review</b>	The submission is with a reviewer and a determination has not been made.
<b>On Agenda</b>	The submission is on a Board Review agenda.
<b>Approved</b>	The IRB submission determination was approved by the IRB.
<b>Acknowledge</b>	The IRB submission determination was acknowledged by the IRB.