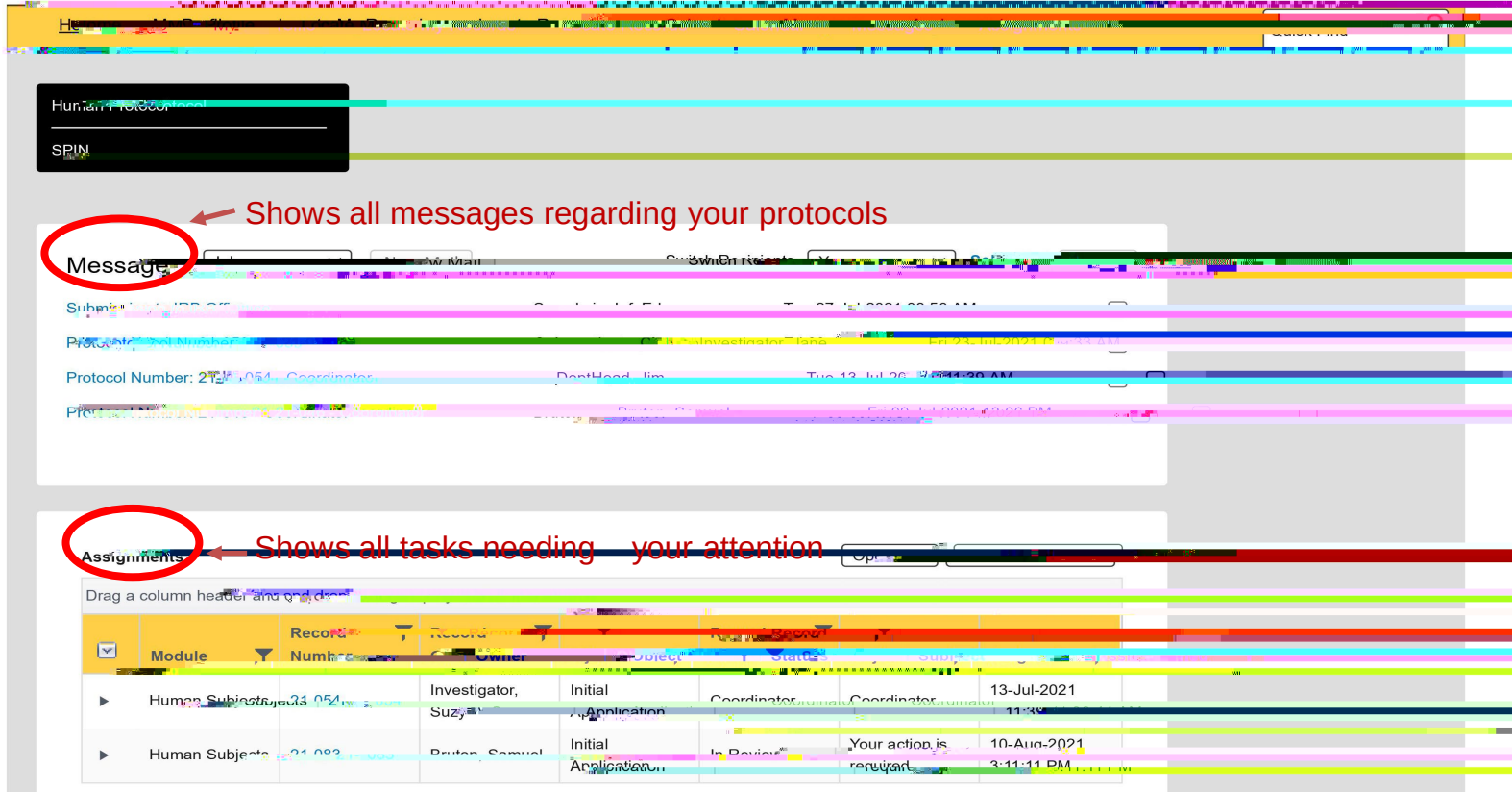


InfoEd



THE UNIVERSITY OF

InfoEd Dashboard Summary



The screenshot shows the InfoEd Dashboard interface. At the top, there is a header bar with navigation links. Below the header, there is a search bar and a list of messages. The 'Messages' section is circled in red, and an arrow points to it with the text 'Shows all messages regarding your protocols'. Below the messages, there is a table of assignments. The 'Assignments' section is circled in red, and an arrow points to it with the text 'Shows all tasks needing your attention'. The table has columns for Module, Record Number, Record Owner, Job, Status, and Date. The first row shows a record for 'Human Subjects' with record number 21,054, owned by 'Investigator, Suzy', with status 'Initial Application' and 'Coordinator', dated '13-Jul-2021'. The second row shows a record for 'Human Subjects' with record number 21,082, owned by 'Reuter, Samuel', with status 'Initial Application' and 'In Progress', dated '10-Aug-2021'.

Human Subjects

SPIN

Shows all messages regarding your protocols

Message

Subject: 21,054

Protocol: 21,054

Protocol Number: 21,054 - Coordinator: [Name] - Tue 13 Jul 2021 11:30 AM

Protocol: 21,082

Shows all tasks needing your attention

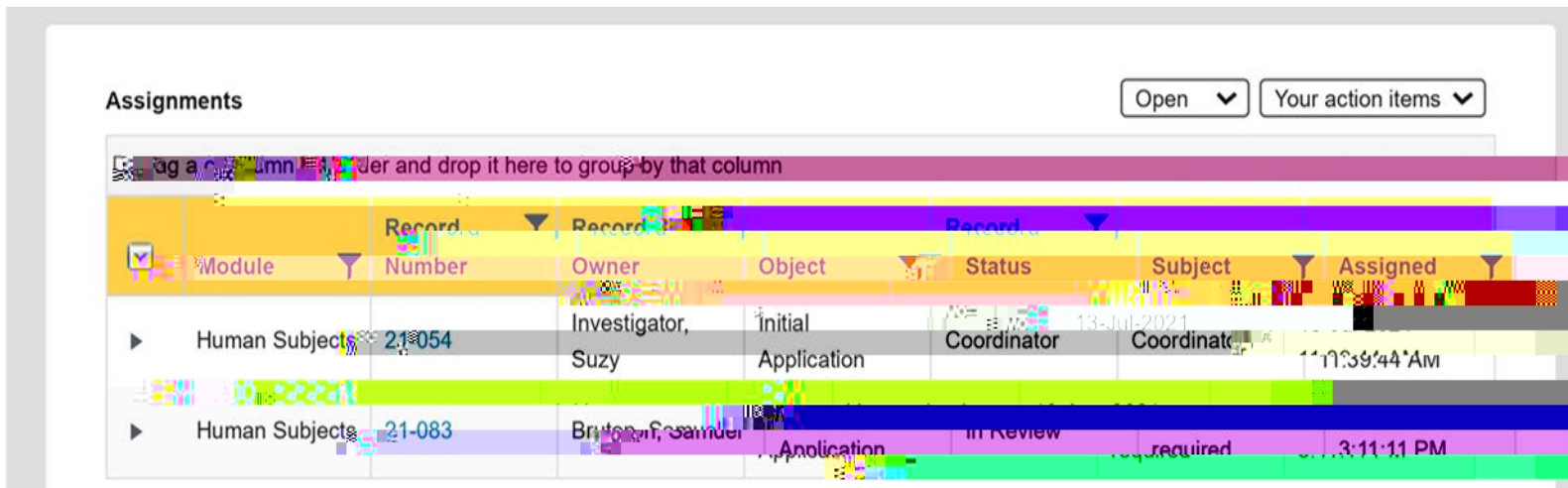
Assignments

Drag a column header and drop it

Module	Record Number	Record Owner	Job	Status	Date
Human Subjects	21,054	Investigator, Suzy	Initial Application	Coordinator	13-Jul-2021 11:30 AM
Human Subjects	21,082	Reuter, Samuel	Initial Application	In Progress	10-Aug-2021 3:11:11 PM

Reviewing the Submission

Advisors, Co-PIs, and School directors must first review and then approve or not approve submissions. Under 'Assignments' you will find a listing of submissions awaiting your review.



Assignments

Open ▼ Your action items ▼

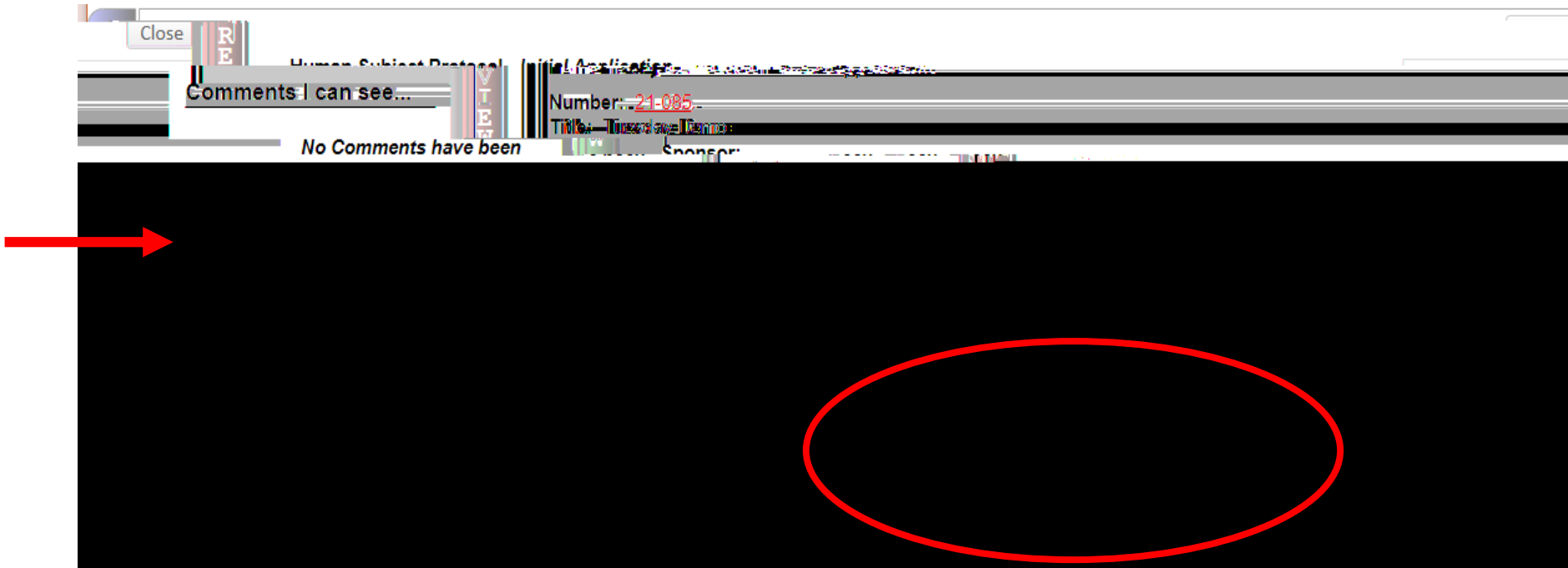
Drag a column header and drop it here to group by that column

Module	Record Number	Owner	Object	Status	Subject	Assigned
▶ Human Subjects	21-054	Investigator, Suzy	Initial Application	Coordinator	Coordinator	11:39:44 AM
▶ Human Subjects	21-083	Bryon F. Samuels	Application	In Review	Required	3:11:11 PM

To begin reviewing the submission, click on the protocol number.

Reviewing the Submission (continued)

To begin reviewing submission materials, click on the 'Human Subjects Research Application'. After you have finished reviewing all materials, you will come back to this page to either approve the study or request revisions.



Reviewing the Submission (continued)

Reviewing the Submission (continued)

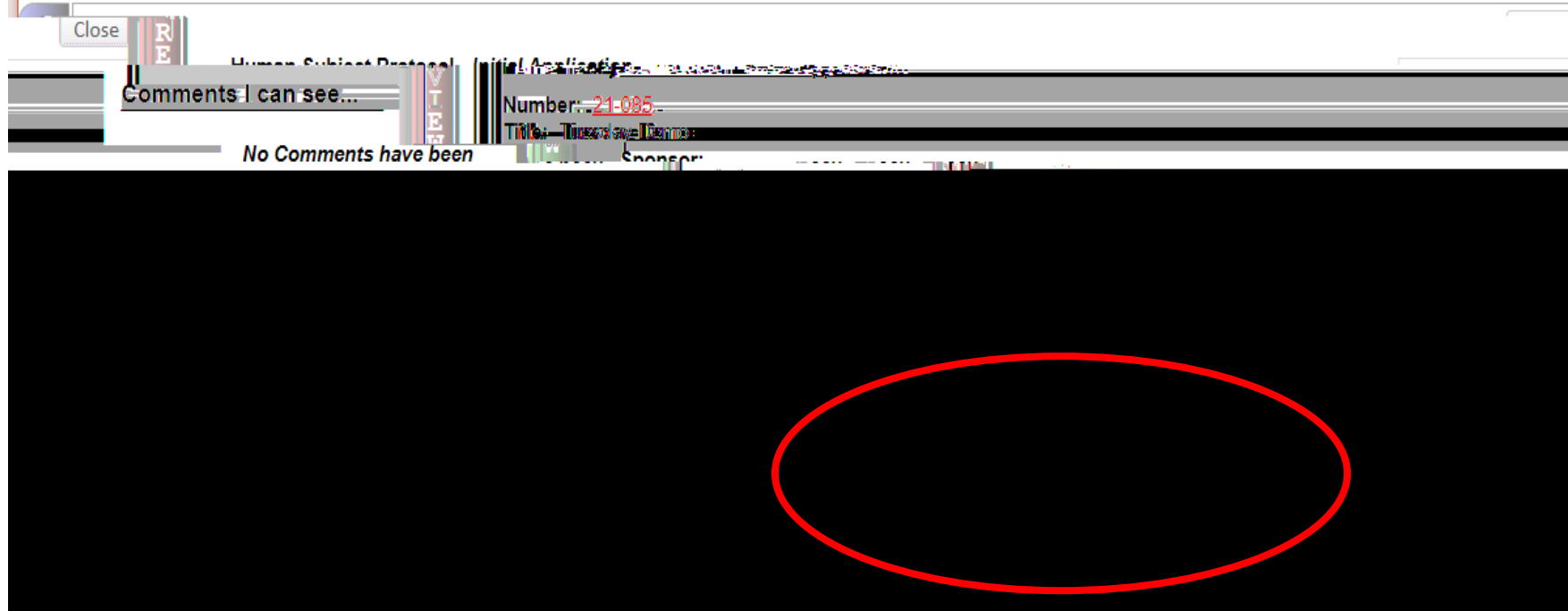
Type your comment in the textbox and select 'To' then check the 'PI –CoInvestigator Channel' to ensure all comments can be seen by the PI(s). If you want your comment to require a response, check 'Response Required'. You may disregard the 'Make Comment Public' button as all comments will be visible. Click 'Post' to complete the comment.



The screenshot shows a web interface for submitting a comment. At the top, there are two buttons: 'Expand All Comment Points' and 'Collapse All Comment Points'. Below these is a text area containing the message 'No Comments have been made'. A red circle highlights the 'To' dropdown menu, which is currently set to 'To:'. A red arrow points to the right, indicating the next step in the process. The bottom half of the form is obscured by a large black rectangle.

Reviewing the Submission (continued)

If the submission is satisfactory, select 'Approved' to route it to the School Director. If you are serving as School Director, the submission will be sent to the IRB coordinator for pre-review.



****NOTE:** Your browser must have pop
off in order for the review to process.

-up blockers turned

Questions?

[www.usm.edu/research/
office-research-integrity](http://www.usm.edu/research/office-research-integrity)

Contact:

irbhelp@usm.edu

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