MAKING REQUESTED REVISIONS TO IRB APPLICATION

This guide will quickly show you how to view comments, make revisions, and resubmit your IRB application in InfoEd. For more in-depth instructions, please refer to our BC IRB Guide for Researchers available in the InfoEd tab on our website (bc.edu/orp)

Cocate Protocol

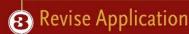
Log into InfoEd and click "Assignments" on the top of the page. Find the correct protocol and click the linked protocol number (record number). If you are not the PI, you can locate the protocol by typing the number in the Quick Find bar on the top right of the page.





💰 View Comments & Reply if Required 😥

Click individual sections with revision icons or click "Comments Panel" to show all at once. If a comment has a in symbol, you must reply to the comment before the system will allow you to resubmit the revised application.



Uncheck the "Form Locked, Unlock to Edit" button on the top right of the application window. Make revisions to the application based on the comments. Click the "Check for Errors" box on the top right of the application window to lock the application





Resubmit Application (4)

Once revisions have been made, submit the application to the IRB Office. Go to the "Assignment" section of the application located on the left side of the window.

If you are the PI, select "I am done" If you are a Student PI, select "Advisor Sign Off" If you are Research Staff, select "Faculty PI Sign Off"