Add a Sub-Form to an IRB Protocol in Infonetica

There are four types of Sub-Forms you may add to an IRB Protocol:

- **Amendments** are required when requesting IRB approval for changes you would like to make to an already-approved Protocol.

- **Annual/Continuing Review Reports** are required within 30 days of a Protocol's expiration. With the report, you may request a 1-year extension to your Protocol's IRB approval or terminate it if you are finished.

- **Adverse Events** need to be reported if a harmful incident has occurred as a result of the research outlined in your Protocol.

- **Post-Approval Documentation** may be added to a Protocol even if it's currently locked for edits. This is used when the IRB approves a Protocol in its current state, but requests that you add additional documentation to the record.

1) Log into Infonetica & Select a Protocol

To get started, visit www.fairfield.edu/irb and click Log in on the top-right of the page.

Log into the system by entering your **Fairfield Net ID** and current password before clicking the blue **Log in** button.

From the **Work Area**'s list, select the **Project** to which you would like to add a **Sub-Form**.

2) Designate Which Type of Sub-Form to Create

From your chosen Protocol's **Actions** menu, click **Create Sub-Form**.

From the dropdown, select which type of Sub-Form you would like to add, then click **Create**.
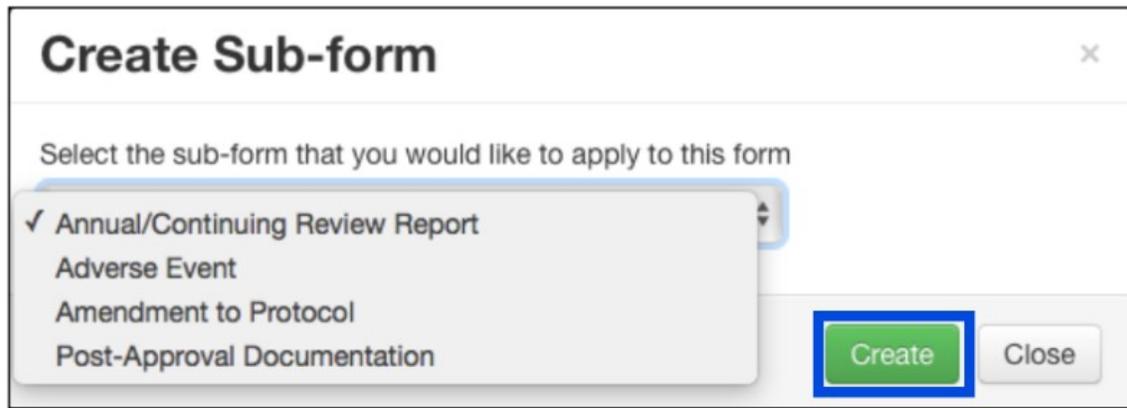
3) Populate and Submit the Sub-Form

Your new Sub-Form will have its own landing page, 'nested' underneath the Protocol's original Research Protocol Application. When on your **Sub-Form**'s landing page, click its blue linked title towards the bottom of the page to open it for completion.

Note: If your Protocol contains multiple **Sub-Forms**, use the hierarchy at the top of the page to confirm you are on the landing page of the one you'd like to populate and submit.
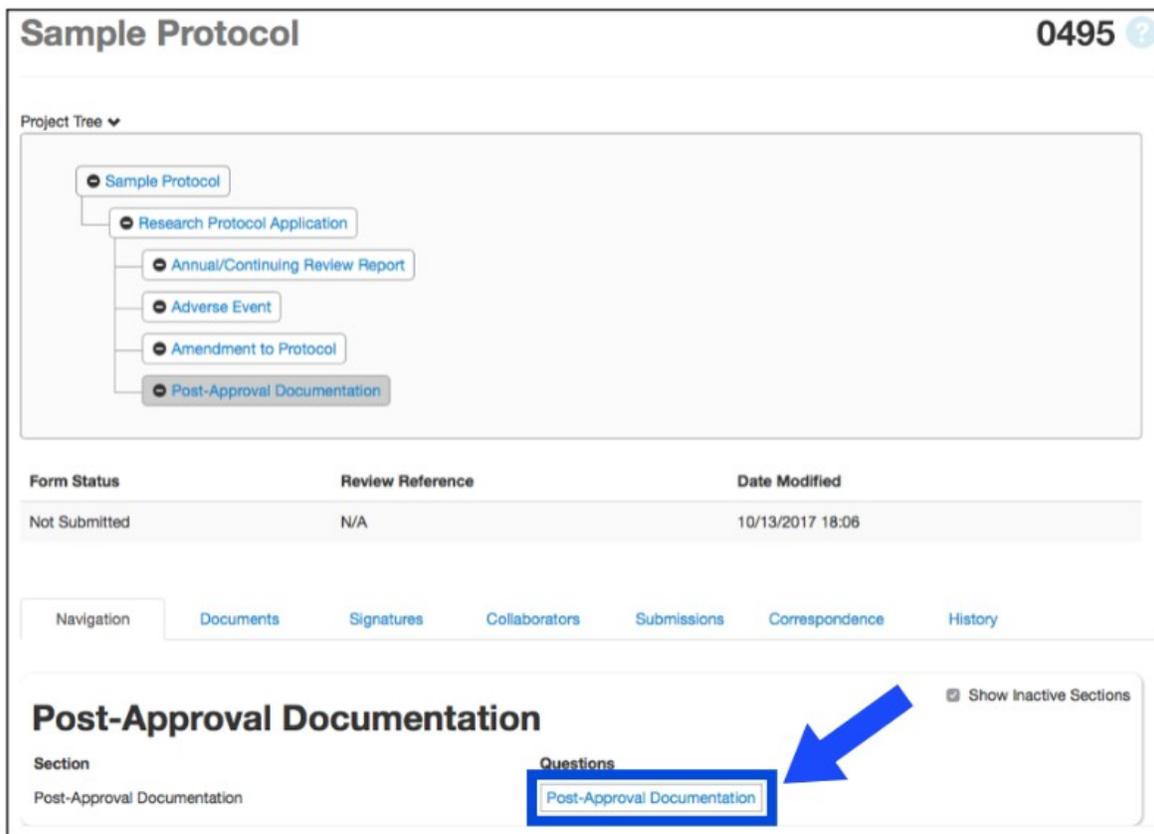
Complete the **Sub-Form** as accurately as possible.

- You may click the **Save** tile to save your progress at any time.
- The **Print** tile will allow you to save and/or print the form as a PDF.
- Click the **Submit** tile to lock your Annual Report and send it to the Fairfield IRB.