

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.
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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.

The image shows a login form on the Fairfield University website. At the top is the university's crest and the text "Fairfield UNIVERSITY". Below this is the instruction: "Enter your existing Fairfield NetID & Password, then click the blue 'Log in' button." The form itself is titled "Log in" and contains three input fields: "Domain" with a dropdown menu showing "Fairfield", "User Name" with the text "lhenkel", and "Password" with a masked field of asterisks. A blue "Log in" button is located at the bottom of the form. Two blue arrows with brown shafts point to the "User Name" and "Password" fields.

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

The screenshot shows the 'Work Area' interface. On the left is a sidebar with navigation icons (Home, Notifications) and an 'Actions' menu containing options like 'Create Folder', 'Delete Folder', 'Create Project', 'Delete Project', 'Duplicate Project', and 'Transfer'. The main content area is titled 'Work Area' and includes sections for 'General' (Notifications: 1, Signatures: 0, Transfers: 0, Shared: 1) and 'Folders' (Closed (Not Active): 3, Ones I Am Co-PI: 1). The 'Projects' section is highlighted with a blue border and contains a search bar and a table of projects.

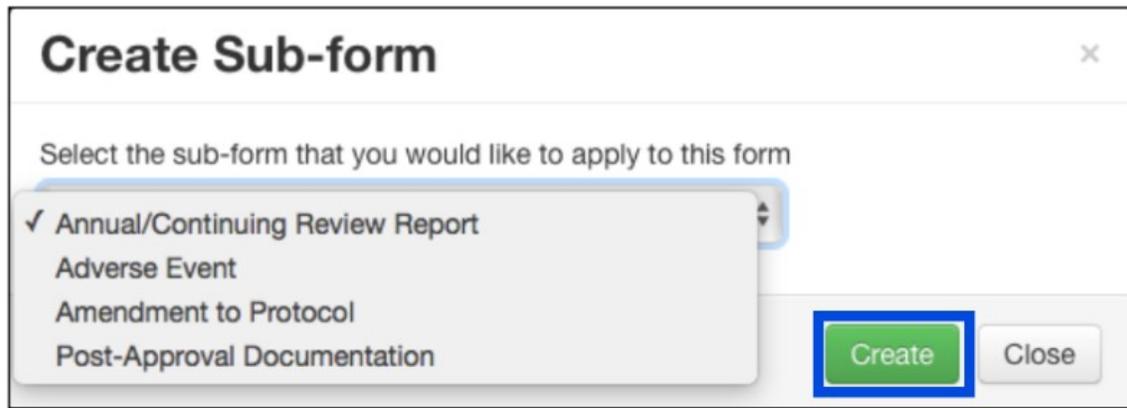
Project Title	Project ID	Owner	Date Created	Date Modified
Sample Protocol	495	IRB Chair Linda Henkel	10/03/2017 19:23	
First Impressions and Memory	480	IRB Chair Linda Henkel	08/31/2017 02:45	08/31/2017 02:54
Shifts in Perspective, Mindfulness, and Memory	353	IRB Chair Linda Henkel	08/30/2016 16:06	08/15/2017 17:05
Nostalgia and Life Transitions	307	IRB Chair Linda Henkel	02/24/2016 19:35	01/15/2017 02:12
Functions of Reminiscence in Young Adults	178	IRB Chair Linda Henkel	01/22/2015 18:38	01/22/2015 19:01
Reviewing Photos	84	IRB Chair Linda Henkel	06/23/2014 17:27	08/16/2017 19:11
Changes in Memory Reports (IRB #82)	82	IRB Chair Linda Henkel	06/20/2014 14:09	01/15/2017 02:09

2) Designate Which Type of Sub-Form to Create

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

The screenshot shows the 'Sample Protocol' interface. The left sidebar has an 'Actions' menu where the 'Create Sub-Form' option is highlighted with a blue box. The main content area shows a 'Project Tree' with 'Sample Protocol' and 'Research Protocol Application'. Below this is a 'Form Status' section with 'Not Submitted' and a 'Review Reference' section with 'N/A'. At the bottom, there is a 'Research Protocol Application' section with a 'Section' of 'Fairfield University' and a 'Questions' section with a button labeled 'Application for IRB Review'.

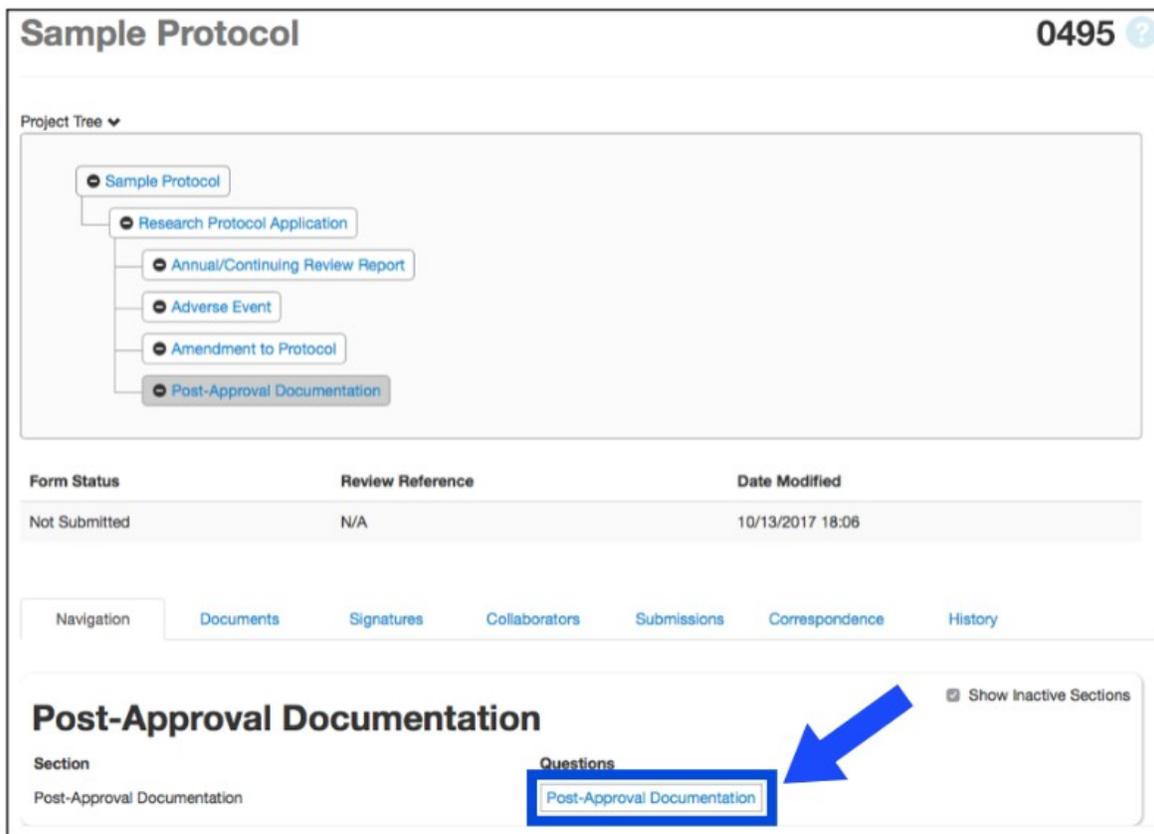
From the dropdown, select which type of Sub-Form you would like to add, then click **Create**.



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.



Form Status	Review Reference	Date Modified
Not Submitted	N/A	10/13/2017 18:06

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.

Actions ▾

Previous Next Navigate

Print Documents Share

Collaborators Signatures Save

Submit

Total number of subjects who have died:*
0

Total number of subjects who are still active in the study:*
12

Date Protocol Closed (if applicable):
07/17/2014

Description of any unforeseen/adverse events (if applicable):
N/A

Please select the status of your research study:*

Subject Enrollment has not yet begun.

Subject Enrollment has begun and will continue.

Subject Enrollment is complete, but follow-up with subjects will continue.

The study is to be terminated.