

# Print IRB Applications and Approval Letters from Infonetica

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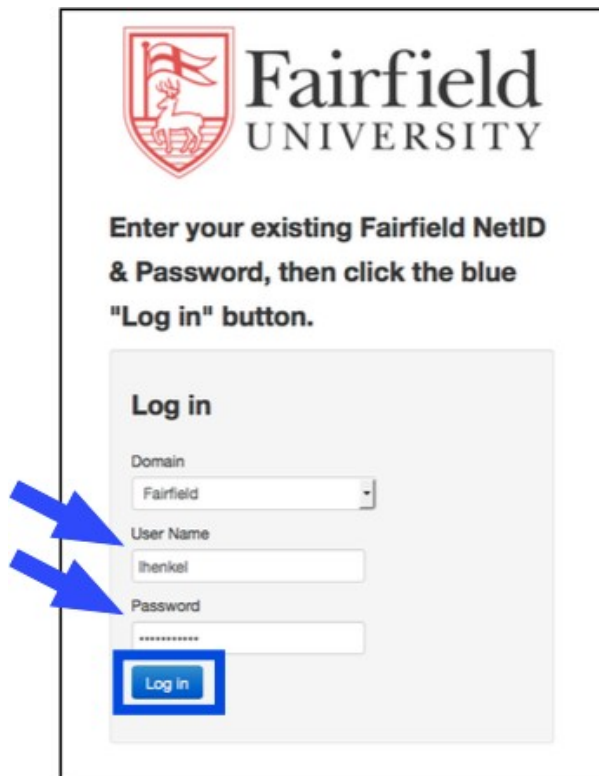
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## 1) Log into Infonetica & Select a Protocol

To get started, visit [www.fairfield.edu/irb](http://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 the login form on the Fairfield University IRB website. At the top is the Fairfield University logo. Below the logo, the text reads: "Enter your existing Fairfield NetID & Password, then click the blue 'Log in' button." The login form itself is a light gray box with the following fields: "Domain" (a dropdown menu with "Fairfield" selected), "User Name" (a text input field containing "lhenkel"), and "Password" (a text input field with "\*\*\*\*\*" for masking). A blue "Log in" button is located at the bottom of the form. Two blue arrows with red shafts point to the "User Name" and "Password" fields, and a third blue arrow with a red shaft points to the "Log in" button.

## 2) Print a Protocol's Application Form

From the **Work Area's** list, select the **Project** to which you would like to print.

The screenshot shows the 'Work Area' interface. At the top, there are navigation buttons for Home and Notifications (with a '1' notification). Below that is an 'Actions' menu with options like Create Folder, Delete Folder, Create Project, Delete Project, Duplicate Project, and Transfer. The main content area is divided into '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 table with the following data:

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

Display your Application Form by clicking the blue **Application for IRB Review** link.

The screenshot shows the 'Research Protocol Application' form. The 'Section' is 'Fairfield University'. The 'Questions' section contains a single question: 'Application for IRB Review', which is highlighted with a blue box. The footer indicates '© Infonetics Ltd 2014 Version 1.9.0.0'.

Click the **Print** action in the lefthand menu to generate a PDF copy of the Application Form. The PDF may be printed right away or saved to your computer's hard drive.

The screenshot shows the 'Research Protocol Application' form with the 'Print' action highlighted in the left-hand menu. The form contains the following information:

**Protocol Information** (0 questions)

Principal Investigator (PI) Name:\*  
John Doe

Principal Investigator (PI) Fairfield e-mail:\*  
jdoe@fairfield.edu

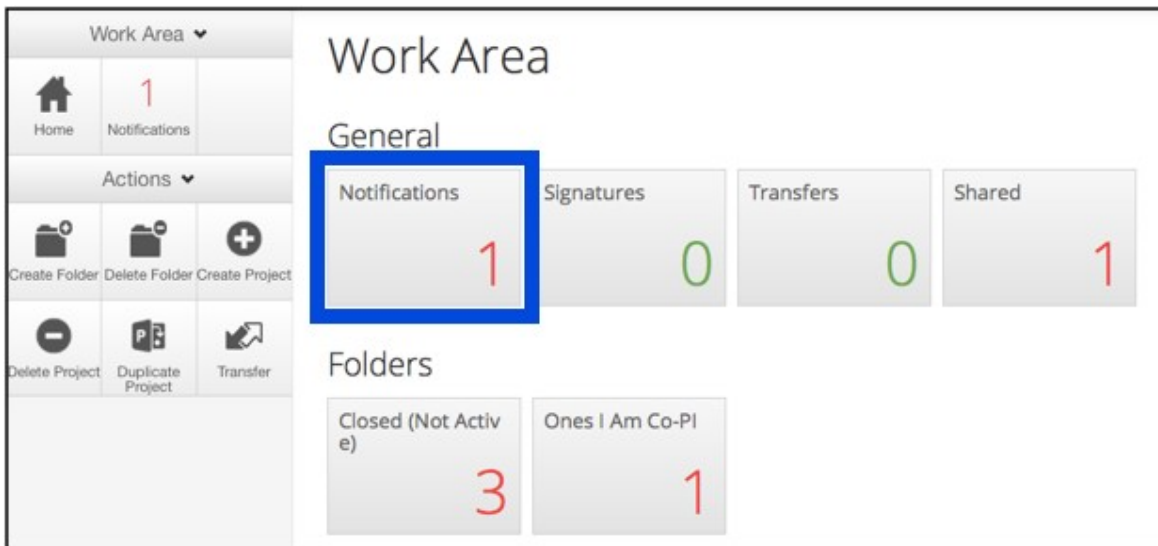
Which of the following are you?\*

- Faculty/Staff Member
- Graduate Student
- Undergraduate Student

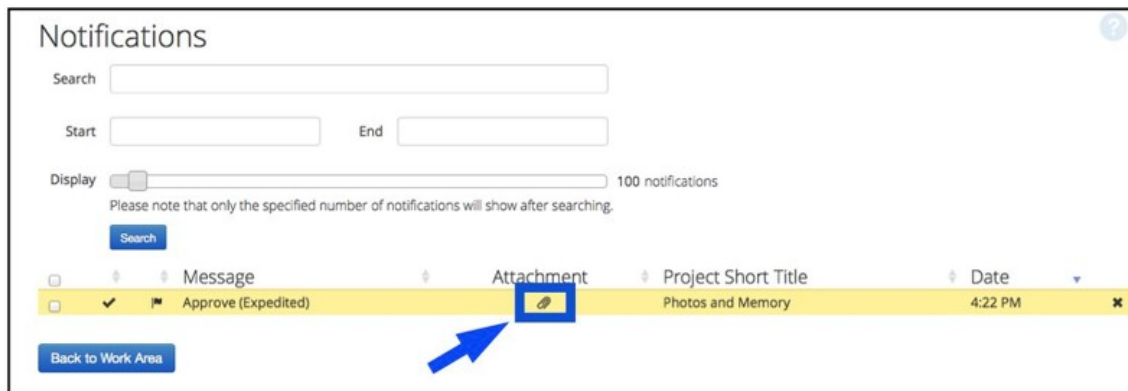
### 3) Print an Approval Letter from Infonetica

All Letters are Emailed as PDFs at the time of approval, but you may also [log into Infonetica](#) to retrieve and print them.

From the **Work Area**, select the **Notifications** tile.



From the **Notifications** screen, click the **Attachment** corresponding to the



Protocol status whose Letter you would like to print.

Within the **Attachment** box, click the green **Download** button to save a PDF copy of the Approval Letter to your computer's hard drive. Once downloaded, you may view or print it as needed.

