

# IRB: Process for Submitting Graduate Student Protocols

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Student Protocols need to be managed even after the student leaves Fairfield University. Since only the “owner” of a Protocol has ultimate control over it, the student's Protocol must originate from his or her Faculty Mentor's Infonetica account. This ensures that the Faculty Mentor can fully manage the Protocol, should the student leave.

Infonetica cannot distinguish a student account from that of a faculty member. While a student has the ability to create a Protocol from their own account, he or she should not. Student Protocols originating from student accounts will be automatically Terminated by the IRB.

Instead, a Faculty Mentor must create the Protocol, then “Share” it to the student for completion.

Skip To: [2\) Faculty Mentor: Create and Share a Blank Protocol with Your Student](#)

The student then populates the Protocol Application form with all necessary information.

Skip To: [3\) Grad Student: Access and Complete the Shared Protocol Application](#)

Finally, the Faculty Mentor logs back into the Protocol to review and proofread it before officially submitting it to the IRB.

Skip To: [4\) Faculty Mentor: Review and Submit the Student Protocol](#)

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# 1) Claim Your Infonetica Account/Log In

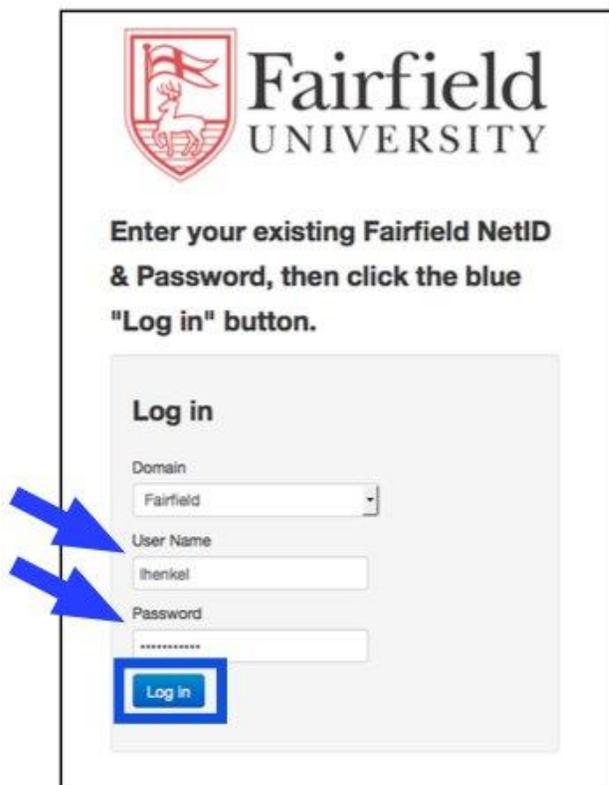
Before anything else, both the Grad Student and Faculty Mentor must have claimed Infonetica accounts. This is a one-time claim that occurs automatically upon logging into the system for the first time.

Note: Grad Students must claim an account for a Faculty Mentor to be able to share 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.

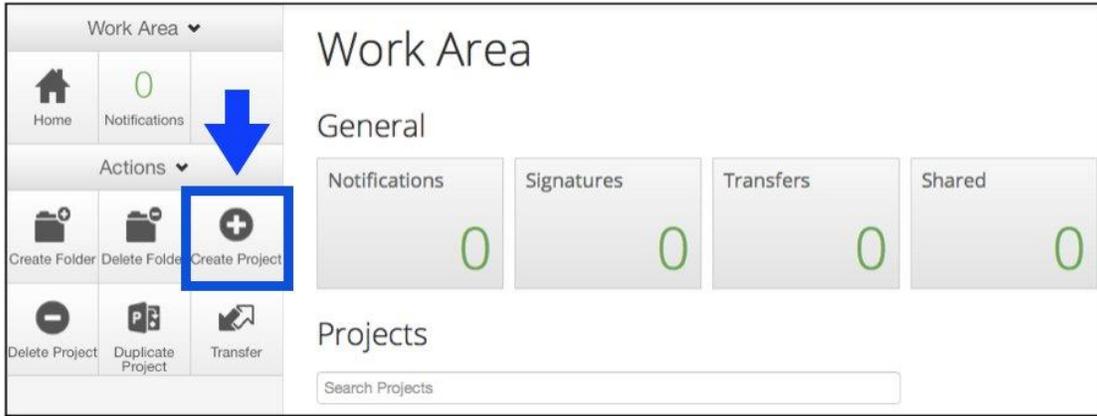


Log into the system by entering your Fairfield Net ID and current password before clicking the blue Log in button.



## 2) Faculty Mentor: Create and Share a Blank Protocol with Your Student

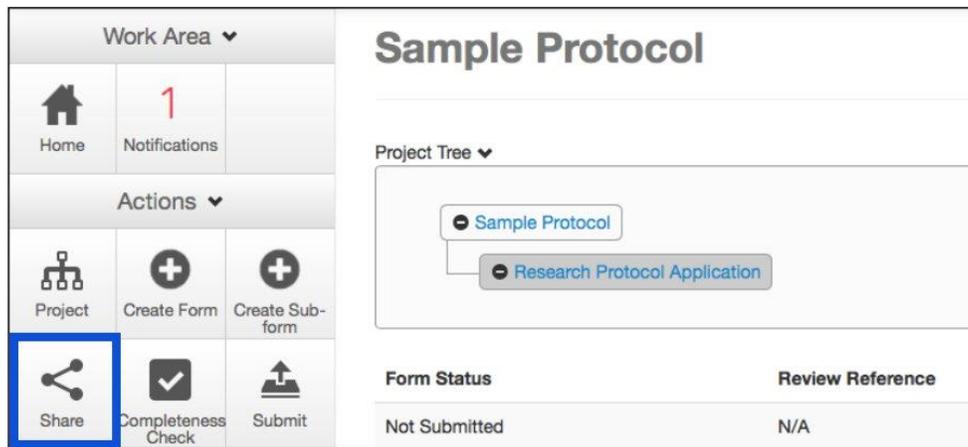
From the **Work Area**, click the **Create Project** tile found on your left-hand **Actions** menu.



Enter your student's **Project Title** for the Protocol and click the green **Create** button to continue.



Click the **Share** tile on the left-hand **Actions** menu.



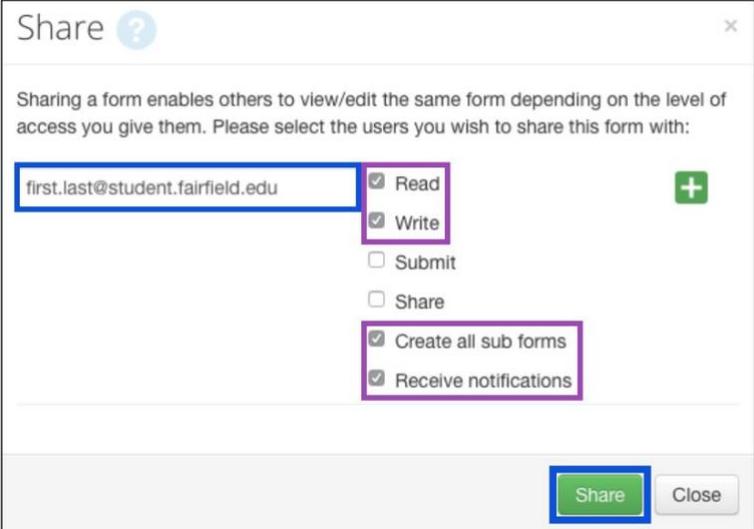
In the **Share** box that appears:

- Enter your **Grad Student's Fairfield Email address** in the provided field.
- Check the boxes for **Read, Write, Create all sub forms, and Receive**

## notifications.

- Click **Share** to finalize.

**Note:** If you receive an error message stating “User does not exist on the system,” check the Email address for typos and confirm with the student that he or she has already logged into Infonetica to claim their account.



Share ?

Sharing a form enables others to view/edit the same form depending on the level of access you give them. Please select the users you wish to share this form with:

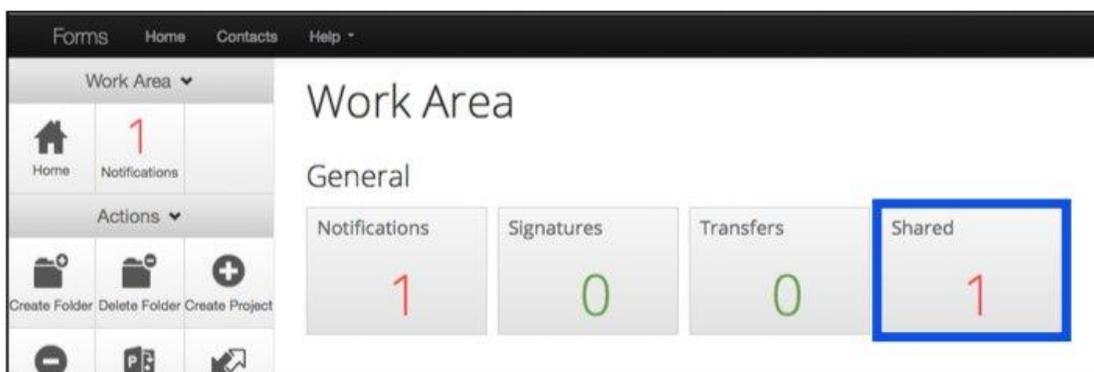
first.last@student.fairfield.edu

- Read
- Write
- Submit
- Share
- Create all sub forms
- Receive notifications

Share Close

### 3) Grad Student: Access and Complete the Shared Protocol Application

After your Faculty Mentor has created and Shared a blank Protocol Application, log back into [Infonetica](#) and click the **Shared** tile from your **Work Area**.



A Shared Forms list will appear. Click the **View Form** button corresponding to the Protocol you would like to work on, then click **Application for IRB Review** on the following page.



Complete your Protocol Application as fully and accurately as possible. When finished, click the **Save** button and notify your Faculty Mentor that he or she may log in to review your application and submit it to the IRB.

**Note:** You may also print a hard copy of your application by clicking the **Print** button.

## 4) Faculty Mentor: Review and Submit the Student Protocol

When the Student Protocol Application Form is ready for you to review, log back into [Infonetica](#) and click the title of the form in your **Work Area's Projects** list.

Projects	
Search Projects	
Project Title	Project ID
Sample Protocol	495

On the following screen, click **Application for IRB Review**.

# Research Protocol Application

Section  
Fairfield University

Questions  
**Application for IRB Review**

Review the form. You or your Grad Student may make edits at any point prior to the form's submission. Click the **Save** button to save any changes made. Click the **Print** button to print a hard copy of the form.

When you and your student are ready to submit the the Protocol to the IRB, click the **Submit** button.

0495  
Version: Fairfield University

## Research Protocol Application

Actions

- Previous
- Next
- Navigate
- Print
- Documents
- Signatures
- Save
- Share
- Collaborators
- Complete Check
- Submit**

Protocol Information

Principal Investigator (PI) Name:\*  
Grad Student

Which of the following are you?\*

- Undergraduate Student
- Graduate Student
- Faculty/Staff Member

Principal Investigator's (PI's) Fairfield Graduate Student e-mail:\*

first.last@student.fairfield.edu

Load Add to contacts