

Submit a New IRB Protocol with Infonetica

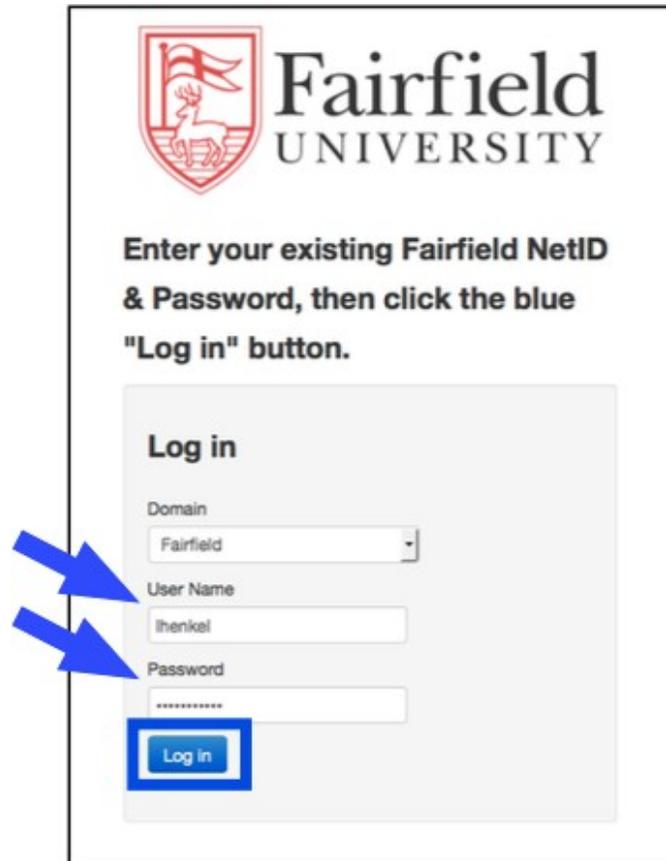
Note: This guide is meant for faculty looking to submit a research proposal to the Fairfield IRB using the Infonetica system. If you are a Grad Student, please refer to [IRB: Graduate Submission Process](#) instead.

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.

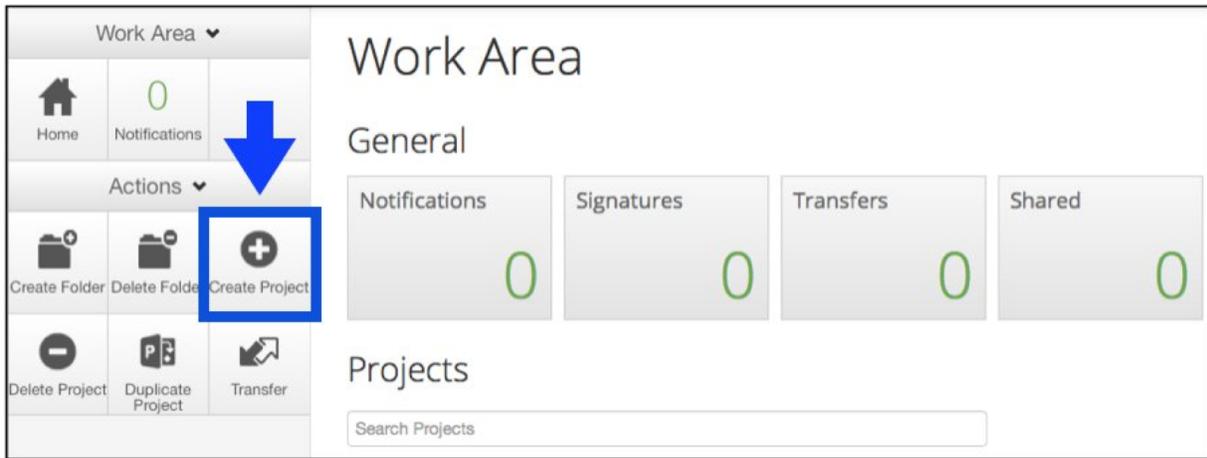


The image shows the login form on the Fairfield University IRB website. At the top is the Fairfield University logo and the text "Fairfield UNIVERSITY". Below this is the instruction: "Enter your existing Fairfield NetID & Password, then click the blue 'Log in' button." The form itself is titled "Log in" and contains the following fields: "Domain" (a dropdown menu with "Fairfield" selected), "User Name" (a text input field containing "ihenkel"), and "Password" (a text input field with masked characters). A blue "Log in" button is located at the bottom of the form. Two blue arrows point to the "User Name" and "Password" fields, and another blue arrow points to the "Log in" button.

2) Create a Project (Protocol)

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

Note: Existing Projects are accessible from the **Work Area**. You may edit them at any point prior to submission to the IRB, or in the case that the IRB has requested edits to a previously submitted Protocol.



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

A screenshot of a "Create Project" dialog box. It has a title bar with "Create Project" and a close button. Below the title bar is a label "Project Title:*" followed by a text input field containing "Sample Protocol". At the bottom right, there are two buttons: a green "Create" button (highlighted with a blue box) and a grey "Close" button.

3) Complete and Submit the Research Application Form

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

A screenshot of a "Research Protocol Application" form. The title "Research Protocol Application" is at the top. Below it, there are two sections: "Section" with the text "Fairfield University" and "Questions" with a button labeled "Application for IRB Review" (highlighted with a blue box).

Complete your Protocol Application as fully and accurately as possible.

- You may print a hard copy of your application by clicking the **Print** button.
- Make sure to click the **Save** button if you plan to finish the form at a later time.

When you are ready to submit the the Protocol to the IRB, click the **Submit** button. The IRB will be in touch with next steps.

The screenshot shows a web-based form titled "Research Protocol Application" for Fairfield University. On the left is an "Actions" sidebar with buttons for "Previous", "Next", "Navigate", "Print", "Documents", "Share", "Collaborators", "Signatures", "Save", and "Submit". The "Print" and "Save" buttons are highlighted with purple boxes, and the "Submit" button is highlighted with a blue box. The main form area contains the following fields and options:

- Protocol Information**
- Principal Investigator (PI) Name:* (text input field)
- Principal Investigator (PI) Fairfield e-mail:* (text input field)
- Which of the following are you?*

 - Faculty/Staff Member
 - Graduate Student
 - Undergraduate Student

- Co-PI's: (text input field)