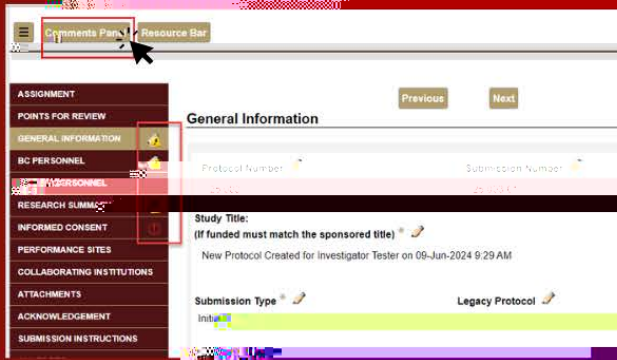


MAKING REQUESTED REVISIONS TO IRB APPLICATION

This guide will help you view and make requested revisions to your IRB application in InfoEd. For more in-depth instructions, please refer to our BC IRB Guide for Researchers available on our website at <https://www.ubc.ca/irb>.

1

Log into InfoEd and click "Assignments" on the top of the page. Find the correct protocol and click the "View" button (protocol number). If you do not find it, you can locate the protocol by typing the number in the Quick Find bar on the top right of the page.



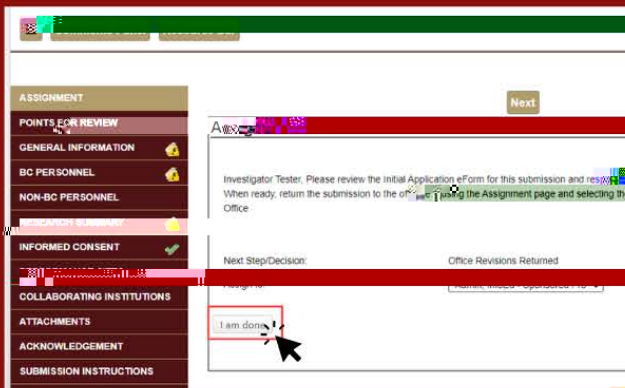
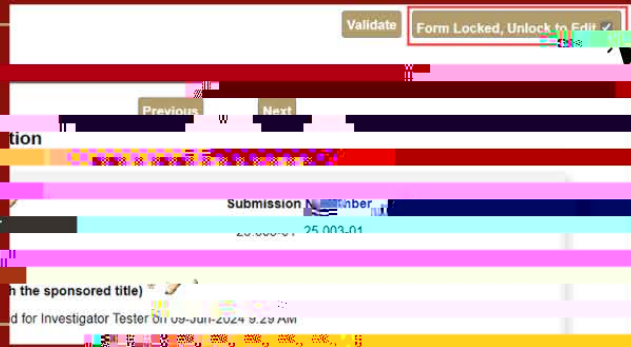
View Comments & Reply if Required

Click individual sections with revision icons or click "Comments Panel" to show all entries. If a comment is made, you will receive an email notification to the comment before the system locks the application. You will need to resubmit the revised application.

3

Deactivate Application

Uncheck the "Form Locked, Unlocked to Edit" button on the top right of the application window. Make revisions to the application based on the comments. Click the "Form Errors" box on the top right of the application window to lock the application.



Resubmit Application

Once revisions have been made, submit the application to the IRB Office. Go to the "Assignment" section of the application indicated on the left side of the window.

If you are a Student PI, select "Advisor Sign Off"
If you are Research Staff, select "Faculty PI Sign Off"

Your application has now been submitted to the IRB Office, faculty PI or Research Staff. You will be notified on the routing process in steps.