

How to use infoEd to file an application for human subjects' research

Log in to the portal <https://wpi.infoedglobal.com/EnableWeb/Portal/Home>

select Human Protocol on the left tab

Create New Human Protocol

New Human Protocol in Human Subjects Development-continue

Fill in the title of your study

Select PI- if you are a student please put your advisors name here

Your initial part of the application has been created

Start your application information

Select initial application

On the left tab select study personnel and add all the personnel for your study -hit 'save

Select the application type and continue with your application-hit 'save' as go along so you can find the application later.

All student projects must have a faculty advisor listed as PI on your study.

Attachments

Study protocol/research methods

Study instrument- survey questions/interview questions

Consent-informing your subjects about the study and what you are asking them to do is most important. If your study is minimal risk – you will need to provide a written copy of the script you intend to use. If your study requires an informed consent (the subject will sign), a template can be found <https://www.wpi.edu/research/resources/compliance/institutional-review-board/irb-application-submission> under Important forms

Once complete, hit save, check complete, hit 'Submit'

If you do not hear back from the IRB it is your responsibility to follow up with our office and have a approval to begin your research.

If you have further questions on submission send an email to irb@wpi.edu