How to Modify or Renew an IRB Protocol in InfoEd

1. Go to the WPI InfoEd portal at http://wpi.infoedglobal.com
   Click on the link to log in with your WPI credentials.
   When Promted, enter you username/password and click “LOGIN”.
   If you do not have a WPI username and password, contact the Office of
   Sponsored Programs for help. (See contact info at the end of this guide.)

2. After logging in, click on Locate My Records in the top navigation menu (see below), and find your protocol in the list
   that appears beneath. (Note: If the protocol isn’t listed, you are not the PI and cannot renew/modify the protocol.
   Contact the IRB for assistance.

3. Hover your mouse over the record number for the proto-
   col that you want to renew/or modify. A menu will pop up;
   select “Create New” and then “Study Modification” or “Study
   Renewal”. A new window will pop up. (If it doesn’t, please
disable pop-up blocking in your browser settings and try
again.

4. Click on the link to open the application form, shown be-
   low. The application form will pop up in a new window.
5. Complete all the sections of the form. Once you’ve filled out the form completely, scroll back to the top and check the box labeled “completed” (see image below). If you missed any required questions, a message will pop up listing the ones you still need to answer.

6. If you’ve completed all of the required fields, the Modification/Renewal form will close after you click “Completed”, and you’ll be back on the previous screen. Just click the “submit” button (shown below), and you’re done! **Don’t forget to click Submit after the form window closes! Your application won’t be sent to the IRB until you click Submit.**

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**Have questions? We’re here to help!**

If you’re having any trouble using the system, we’d be happy to help walk you through it. Just contact any of the people listed below.

- **Gabe Johnson**, Associate Director, Post-Award & Compliance, 508-831-4989, email: gjohnson@wpi.edu
- **Chelsea D’Urso**, Research Compliance and Subaward Specialist, 508-831-6652, email: cedurso@wpi.edu
- **Ruth McKeogh**, Administrative Assistant, IGSD, 508-831-6699, rmckeogh@wpi.edu