How to Create a New IRB Application 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 Prompted, 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 Human Protocol > Create New Protocol in the left hand navigational area

3. You should see a popup window like the one pictured at right. Click “Continue” in the upper right hand corner .

4. You’ll be prompted to enter a title your proposal a title. (Don’t worry; you can change it later if you want to.) After entering a title, click “Continue” in the bottom right hand corner of the window.

5. Enter the name of the Principal Investigator (“PI”). Your name will be pre-filled here, so if you are the PI, just click continue.
   For student projects, the PI is your faculty advisor or instructor. Do not use a student’s name as PI. If you need additional names to your proposal, you will be able to do that later.

6. On the next screen (shown below), click the link labeled “IRB Application”. This will take you to the main application form, which will display in a new browser window.
7. 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.

![IRB Application Form](image)

8. If you’ve completed all of the required fields, the IRB Application form will close after you click “Completed”, and you’ll be back on the previous screen. Just click the blue “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.**

![Submit button](image)

Some tips for completing the application form:

- Questions marked with a red asterisk are required. If any required questions are left blank, you will not be able to complete or submit the form.
- The first question will ask you which type of application you’re submitting. If you don’t know, choose “unsure” from the menu, and you will be shown a description of each type. The rest of the form won’t display until you make a selection, so be sure you answer this question first!
- Some questions may require you to attach additional documents (such as a consent form); click on the small upload icon to attach your documents.
- You should save your work periodically by clicking the “save” button at the top of the form.

**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