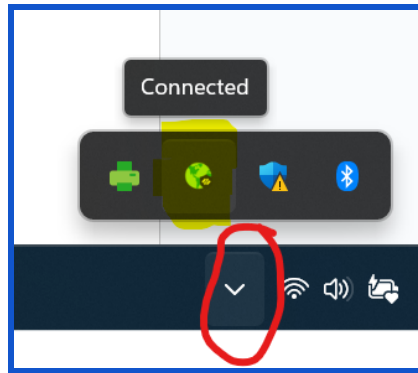


Institutional Review Board (IRB): Renew & Modify an Approved Application

Purpose: To outline steps for renewing and modifying an approved human subjects protocol for Boise State's Institutional Review Board review.

Step 1: Access InfoEd

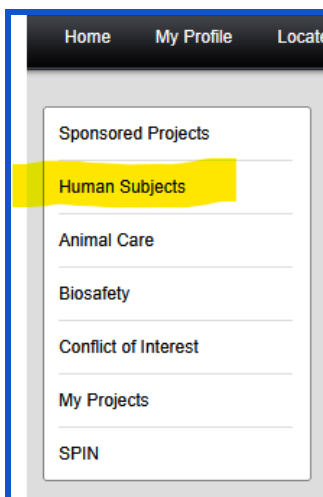
Access InfoEd by opening the [Boise State InfoEd Portal](#). If off-campus, ensure you are connected through the [VPN](#). Not sure if you have VPN connection? If you are on a PC, please check your bottom menu for connectivity status. Click on the ^ character. A globe icon should appear. Hover over the globe to check connectivity status. If you do not have VPN access, please contact the OIT Helpdesk at helpdesk@boisestate.edu.



Note: If you do not have InfoEd access, reach out to RASA at rasa@boisestate.edu for assistance.

Step 2: Access the “Human Subjects” Module

- **Access the Human Subjects Module:** On the left sidebar, click on the **Human Subjects Module** link.

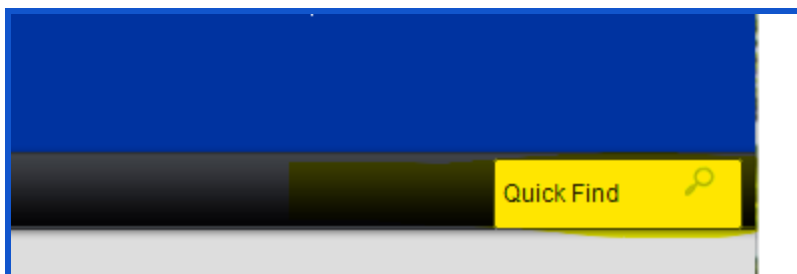


Step 3: Find the protocol you want to Renew and Modify

- **Locate Record:** Use the **Locate records by using filters**, or **Show a listing of All my records** (use if you are the Principal Investigator) accessing tools within the Human Subjects link.



Alternatively, if you know your protocol number, you may enter that number in the Quick Find feature found on the upper right of the Home page, then press enter.



- **Access dropdown menu:** Find the protocol you wish to modify; click on the **blue text** protocol number to access the **dropdown menu**.

The screenshot shows a table with the following columns: Record Number, PI Name, Record Title, Application Type, Determination Date To, Record Status, and Record. The record with ID "HST23-136" is highlighted, and its dropdown menu is open, showing options: Edit, View, Create New, Info, Delete, and Bookmark Record. The "Create New" option is highlighted with a yellow background.

Record Number	PI Name	Record Title	Application Type	Determination Date To	Record Status	Record
HST23-136		Info Ed Test Protocol	Protocol Application	06-Jun-2024	Approved	07-

- **Create an Annual Review:** Select the **Create New** tab, select **Annual Review**, creating a new version of the currently approved protocol.

The screenshot shows a table with the following columns: Record Number, PI Name, Record Title, Application Type, and Determination Date To. The record with ID "HST23-136" is highlighted, and its dropdown menu is open, showing options: Edit, View, Create New, Info, Delete, and Bookmark Record. The "Create New" option is highlighted with a yellow background, and the "Annual Review" option is highlighted with an orange background.

Record Number	PI Name	Record Title	Application Type	Determination Date To
HST23-136	Champion, Joe	Info Ed Test Protocol	Protocol Application	11-Jul-2024

Important Note: If the protocol does not automatically open. Your chrome or other browser pop up settings may be blocking this.. To enable pop up windows please follow this pop up [Chrome Guidance](#) (Other browsers may vary).

Step 4: Making an Annual Review

- **Access new Annual Review protocol:** Access the drop-down menu by clicking on the title of the protocol, select **Edit** and select the new **Annual Review** version of the protocol. (You may need to refresh your window for the new protocol to appear.)



- **Editing the Submission:** Unlock the protocol (See Step 5) and make all modifications needed.
- **Save** all modifications.

Step 5: Unlock to Edit the Protocol

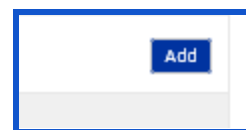
To **edit** the protocol, you must first **unlock** it by clicking on the blue ticked “Locked” box at the top right section of the protocol.



Step 6: Protocols Requiring Modifications

Once unlocked, you can make changes to the necessary sections or add a new section, i.e., Study Populations, Methods, Personnel, etc. For complete instructions on filling out each section, please refer to the [Create Initial Application](#).

- **Blue “Add” button:** To add new information to any section, click on the **blue Add** button beside the specific section.
 - The “Add Another” blue text is located at the **Bottom** of the section.
 - When selected, the new field will appear at the bottom of the section; you may need to scroll down to find it.
- **Adding Personnel:** InfoEd has two personnel sections, “Personnel” and “Non-BSU Personnel”; **please read the below instructions carefully and place personnel in the appropriate section.**



- **Personnel:** this section is for all personnel who have Boise State credentials. InfoEd will be able to pull in personnel CITI training records if the individual has used the SSO (Single Sign-On) feature to access their CITI account.

NOTE: Boise State Personnel Not in the System List: If a Boise State person does not have an InfoEd profile, they will not appear in the search menu. If this is the case, add them under Non-BSU Personnel. If this was not the case in the original application, you will need to select “yes” to the question, “*Do you have any non-BSU affiliated investigators or any BSU personnel not in the system list?*” which is located on the **GENERAL** page of the application to make the Non-BSU Personnel page appear.

GENERAL

PERSONNEL

NON-BSU PERSONNEL

OVERVIEW

STUDY POPULATIONS

METHODS

CONFIDENTIALITY

COST, REIMBURSEMENT, OR COMPENSATION

MINORS

BSU-EMPLOYEES AND STUDENTS

ALL PAGES

Conflicts of Interest Disclosure - Financial OR Commitment [Boise State policy 1110](#)

Do any Personnel listed in the protocol have any relationship or equity interest with any institutions or sponsors related to this research that might present or appear to present a conflict of interest with regard to the outcome of the research? *

☐ Yes ☒ No

Do you have any non-BSU affiliated investigators or any BSU personnel not in the system list? *

☒ Yes ☐ No

Please add the affiliated personnel on the "Non-BSU Personnel" page in this form. This page should be available in the left-hand navigation pane.

ASSIGNMENT

REVIEW

GENERAL

PERSONNEL

NON-BSU PERSONNEL

NON-BSU PERSONNEL

Non-BSU Personnel

Name

Email

Degree

Title

The **Non-BSU Personnel** page is also used for anyone not affiliated with Boise State such as volunteers or collaborators with other institutions or organizations.

- In the appropriate section, click on the blue “Add” text at the top of the section to add additional personnel.

PERSONNEL

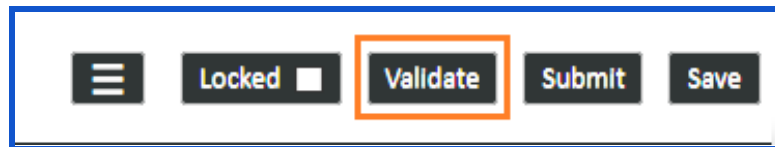
▼ Personnel - Review Add

- **Removing Personnel:** To ensure the Office of Research Compliance has a complete record of personnel associated with each protocol, you cannot delete key personnel from a protocol. To remove personnel from your protocol, please instead enter the **End Date** of their service; the IRB Coordinator can then retire the person from your protocol.

Name			
Degree			
Title			
Email			
Phone			
Department			
COI			
Primary Investigator	Start Date	End Date	Role
☐	20-Jun-2023	21-Jun-2023	Key Personnel ▼

Step 7: Validate your application

To determine if you missed any required fields, click the Validate button in the top menu. If you missed any sections, a **popup window** will appear outlining which areas you missed with links to each one.



Note: Click on the text to take you to the missing section.

Step 8: Lock the application

Before submitting, you must lock the application by clicking the **Lock** form button found in the top menu. If you missed any required fields, a popup message will notify you of the missing sections.



Note: Locking the application restricts edits for submission. You can unlock it in the future for any changes or modifications needed.

Step 9: Submit the application

When ready to submit, click the **Submit** button in the top menu.



A popup window will open with either a certification step if you are the Principal Investigator (PI) or an acknowledgment step if you are not the PI. Read the statement, select Accept, and click the Continue button.

- **Principal Investigator (PI) Submissions:** Once you have accepted the certification, the submission is sent to the Committee Coordinator to begin the review.
- **Protocol Manager Submissions:** Once you accept the acknowledgment, the application will route to the PI for final review. The PI must approve/accept BEFORE the application is sent to the committee coordinator to begin the review.

Note: If you decline the certification/acknowledgment or the PI does not approve/accept the application, the application will **NOT** be submitted.

Need help with the steps above?

If you need assistance with the process outlined above, reach out to humansubjects@boisestate.edu.

Certification

Principal Investigator/Faculty Advisor Assurance and Acknowledgement

- I certify the information provided in this application is complete and accurate and that I am qualified to perform the described activities.
- I agree to fully comply with the policies and procedures outlined in Boise State University's [IRB Policy \(5050\)](#) as well as all applicable [program guides](#), rules and [federal regulations](#).
- I will ensure all personnel involved in the activities outlined in this application have received training on appropriate practices and procedures.
- I have ultimate responsibility for the conduct of this study, the ethical performance of the project, the protection of the rights and welfare of human participants, and strict adherence to any stipulations designated by the IRB.
- I agree to stay within the scope of activities outlined in this application, and I understand any changes in activities must be approved by the IRB before they begin.
- I agree to notify the IRB and Office of Research Compliance of any adverse events that may occur during the study.
- I will follow the storage and destruction of data as outlined in the protocol. I understand that Boise State owns the research data.

☒ Accepted ☐ Declined

Continue