

Accessing the InfoEd System to Approve IRB Protocols as a Delegate Signatory Quick Reference Guide

These instructions are intended for individuals who review and approve research protocol applications on behalf of a Department Head or other signatory when he or she is absent.

- 1.** Log onto the InfoEd system at <https://www.infoed.uconn.edu> (call 486-0986 or 4175 if you need your login info)
- 2.** Click the “Messages” button on the blue navigation panel on the left side of the screen.
- 3.** On the blue navigation panel, you will see the name of the person who ordinarily approves IRB protocols on behalf of your department or school. Click this person’s name.
- 4.** You have accessed the InfoEd internal messaging inbox for your department/school’s primary signatory. There will be an unopened message with the words “Online IRB Submission Requiring Your Approval” in the subject line. Open the message.
- 5.** Please refer to the **Reviewing and Approving IRB Protocols Using the InfoEd eRA System** instructions (available from the IRB Office) for information on how to review and approve the protocol.