

InfoEd Human Subjects Development User Manual: Submitting and Routing Protocol Applications

Frequently Asked Questions

Q. - When is Department Head approval required?

A. – For initial submission of NEW protocols, Department Head approval is required for all research studies that are not funded by an external funding source. Department Head approval is NO LONGER required when responding to a determination that the protocol requires modifications to secure approval EXCEPT when the revisions are related to a full board protocol that was deferred (if signed by the Department Head originally) or when specifically required by the IRB as a condition of approval.

Please note: Department Head approval is NOT required for submission of requests for continuation (expedited and full board), amendments (expedited and full board), protocol deviations or adverse events unless specifically required by the IRB.

In all cases, if the department requires that all submissions be reviewed by the department head, then you must comply with the department policy.

Q. – For student initiated research, who must approve the submission?

A. – Students may not be PI on an IRB protocol; therefore a faculty member must be PI. This person may be the student’s major advisor or course instructor. PIs must approve ALL submissions for student initiated research protocols (initial submission, re-approval and amendments, etc.). Initial submissions of new, student initiated protocols must be approved by both the PI and the Department Head if the research is not funded by an external funding source. Select the PI as the first level of approval followed by the Department Head.

Q. – How do I submit redacted copies of consent forms that are required at the time of re-approval?

A. – There are two ways. You can scan the redacted consent forms (with the last name only blacked out) and upload them as a pdf document or, if you do not have a way to scan the documents, you may hand carry or submit them to the IRB by mail – just be sure to attach a copy of the IRB Face Page (<http://www.irb.uconn.edu/forms.html>) and indicate in the re-approval section that you are submitting copies of five consent forms.

Q – Why can’t I access the video tutorial and/or the written instruction manual from my home computer?

A – The video tutorial and instructional manual contains proprietary information about the InfoEd product. As such, there are restrictions on who may view the information presented in the training material. Currently, the video and manual is only accessible to from a computer connected directly to the UConn network. Researchers who would like to review the training material from their home computer (or from a computer not directly connected to the UConn network) must visit <https://vpn.uconn.edu> to login to the University's Virtual Private Network (VPN) server using your NetID and password. <http://security.uconn.edu/guides/vpn.html>. Computers running Windows, Mac OS X and Linux may connect to VPN. Complete information about VPN is available here - <http://security.uconn.edu/guides/vpn.html>.