





IRB Chair Cheat Sheet for InfoEd Workflow

1. Open the email from an IRB Analyst.
2. Open the attachment to determine which protocol requires review.
3. Click the Log in link to get into InfoEd. You may have to enter your ID and password
 - 3.1. Click the open icon  next to the Action Item that matches the HSD number from the email attachment.

Review each form.
 - 3.2. Click the eyeglass icon  to view a form.

(Optional) You can add comments about the form or the submission as a whole. If you do not wish to add comments, skip to 3.7
 - 3.3. Click the  icon next to a form.
 - 3.4. In the new window, type any comments in the box.
 - 3.5. When finished, click “Save” and “Close.”
 - 3.6. Repeat as necessary for other forms.
 - 3.7. Close the form window when the review is complete.
 - 3.8. Choose a Reviewer Action for each form.
 - 3.9. Check the **Completed** box when finished and then click the  icon.
 - 3.10. Click “I am Done” and “Close” to exit from the Action Item.
4. Return to the Outlook email sent by the IRB Analyst to communicate to the Analyst that the review is done.
 - 4.1. Click “Forward.”
 - 4.2. Type the name of the IRB Analyst in the “To:” field.
 - 4.3. Type in the body indicating the review is done.
 - 4.4. (Optional) Type any un-official comments.
 - 4.5. Click “Send.”