

Creighton University – InfoEd

IBC Registration

Last update: March 2022

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If you need help accessing InfoEd, contact the Research Compliance Office at:

Phone: 402-280-3074

Email: researchcomped@creighton.edu

If you need help completing a submission, contact the IBC Office at:

Phone: 402-280-2126

Email: IBC@creighton.edu

1. Logging in to InfoEd

Step 1: Go to <https://creighton.infoedglobal.com>

Note: The preferred browser is FireFox.

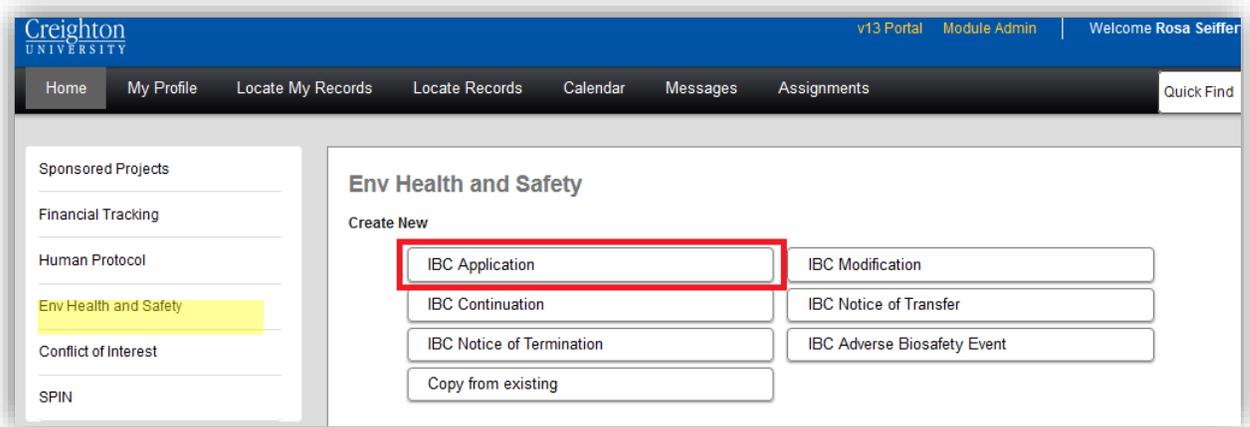
Step 2: Select the blue Click Here if using your Creighton credentials with the single-sign-on (SSO) process. Users without Creighton credentials login using the Username and Password boxes with the Sign in button.

Additional login and setup information is found in the InfoEd User Access Guide. All guides are found on the IBC InfoEd page.

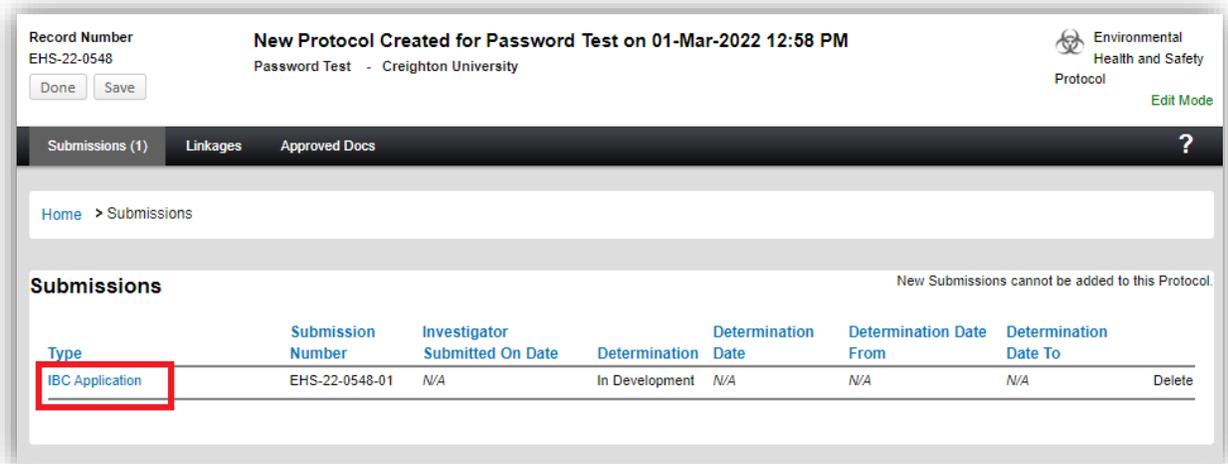
2. Creating a New IBC Initial Application

The Initial Application is the first submission of a registration, creating the record.

Step 1: Select 'Env Health and Safety' from the left menu. Then click the IBC Application button within the 'Create New' section.



Step 2: Select the IBC Application submission to continue with the registration.



Step 3: Within the submission, select the IBC Application link to open and complete the IBC registration application.

Record Number: EHS-22-0548
 New Protocol Created for Password Test on 01-Mar-2022 12:58 PM
 Password Test - Creighton University
 Environmental Health and Safety Protocol
 Edit Mode

Submissions (1) | Linkages | Approved Docs

Home > Submissions > IBC Application > Submission

Submission: IBC Application
 Submission Number: EHS-22-0548-01 | Created on: 01-Mar-2022 | Status: In Development

Document/Form	Type	Status
IBC Application		Incomplete

Submit (Mandatory Form)

Step 4: Complete the IBC Application by adding a 'Project Title' and selecting the 'Type of Registration'. The application can be saved, close and re-entered using the 'Locate My Records' or 'Locate Records' tabs on the InfoEd top tool bar.

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Close | Print | Form History | Save | Submit | Complete

Updated By: Password Test @ 01-Mar-2022 03:34:34 PM

GENERAL

Project Number: EHS-22-0548 | Submission Number: EHS-22-0548-01
 Submission Type: IBC Application | EHS Type: IBC Project

* Project Title: New Protocol Created for Password Test on 01-Mar-2022 12:58 PM

Type of Registration: [Dropdown]

Step 5: Add all personnel associated with the study.

- Add personnel by selecting the 'Click to add Personnel' plus button (+).
 - Add a Start Date; End Dates are only needed when removing Personnel.
 - Select the Personnel's role.
 - Attached the Personnel's CV using the upload icon (📎).
- Note: InfoEd will list all training found in the system under Certifications.

PERSONNEL

+ Click to add Personnel

Personnel

Name
Test, Password
Email researchcomped@creighton.edu
Phone
Department Creighton University

Primary Investigator Start Date 01-Mar-2022 End Date Role PI

Certifications

Certification	Begin	End
-	-	-

* Please upload the person's CV. 📎

Then, continue down the form filling out all required (*) and applicable fields.

Step 6: Complete and Submit

- Select the Complete check box (adds a checkmark).
- Click the Submit button.
- Select the Submit button within routing.

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Close Print Form History Save **Submit** Complete

Updated By: Password Test @ 01-Mar-2022 03:36:54 PM

GENERAL

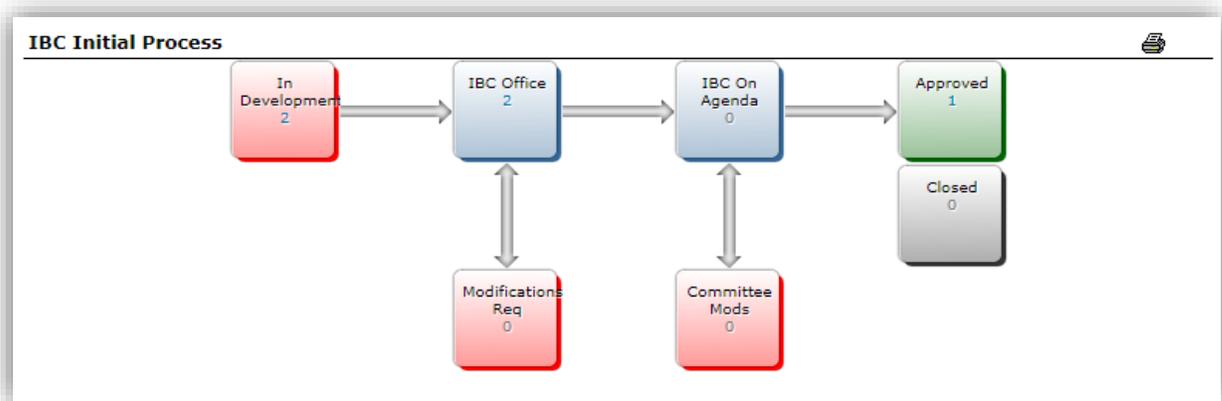
Step 7: Record Status should be used to determine the status of your IBC application. When the application is received by the Research Compliance Office, the Record Status is “IBC Office”.

The screenshot shows the 'IBC Registration' page for record EHS-22-0485. The record status is highlighted in a red box as 'IBC Office'. The page includes a submission table with the following data:

Document/Form	Type	Status
IBC Application		Completed

Workflow Charts are another tool to help determine the status of your application. Each submission type has a Workflow Chart which are made available through the Portal Configurations button on the Home tab—bottom right of the page.

IBC Initial Application Submission Workflow Chart



The screenshot shows a table of records with the following data:

Record Number	Record Title	Record Owner / PI	Record Status	Research Type
EHS-21-0487	Testing Exempt Recombinant with Infectious Agents	Test, Password	Approved	Biosafety
EHS-22-0485	IBC Registration	Test, Password	In Development	

3. Creating an IBC Modification

Step 1: Using 'Locate My Records', open the registration in 'Edit Mode' -> 'Master Record'.

Results found: 7 Switch Owner You ▾ Export to Excel

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Record Type	Record Number	Record Owner / PI	Record Status	Record Title
▶	Conflict of Interest	PasswordTest	Test, Password	Non-related interests	Case for Password Test
▶	<div style="border: 1px solid #ccc; padding: 2px;"> Edit Master Record View ▶ IBC Application (01-Mar-2022 In Development) Create New ▶ <input type="text"/> Info ▶ <input type="text"/> Delete Bookmark Record </div>			In Development	Exempt Project Title
▶				In Development	Testing IBC
▶	and Safety Protocol	EHS-22-0486	Test, Password	In Development	New Protocol Created for Password Test on 05-Jan-2022 11:10 AM
▶	and Safety Protocol	EHS-22-0485	Test, Password	In Development	IBC Registration

Step 2: Using the 'Add' dropdown, select IBC Modification and click the 'Add' button.

Record Number: EHS-22-0548 Environmental Health and Safety Protocol Edit Mode

Exempt Project Title
Password Test - Creighton University

Done Save

Submissions (1) Linkages Approved Docs ?

Home

Submissions Add

Type	Submission Number	Investigator Submitted On Date	Determination	Determination Date	Det Date	
IBC Application	EHS-22-0548-01	N/A	Approved	15-Mar-2022	15-M	<div style="border: 1px solid #ccc; padding: 2px;"> IBC Modification IBC Continuation IBC Notice of Transfer IBC Notice of Termination IBC Adverse Biosafety Event Delete </div>

Record Number: EHS-22-0548
Exempt Project Title: Password Test - Creighton University
Environmental Health and Safety Protocol

Submission Number: EHS-22-0548-02
Created on: 15-Mar-2022
Status: In Development

Document/Form	Type	Status	
IBC Application	Application	Completed	PDF (Mandatory Form)

Step 3: Complete the modification by opening the IBC Application and unchecking the ‘Complete’ box (top right).

Step 4: Once changes are made, check the ‘Complete’ box again and click ‘Submit’.

4. Creating an IBC Continuation

Step 1: Using ‘Locate My Records’, open the registration in ‘Edit Mode’ -> ‘Master Record’.

Step 2: Using the ‘Add’ dropdown, select IBC Continuation and click the ‘Add’ button.

Record Number: EHS-22-0548
Exempt Project Title: Password Test - Creighton University
Environmental Health and Safety Protocol

Submissions (1)

Type	Submission Number	Investigator Submitted On Date	Determination	Determination Date	Date
IBC Application	EHS-22-0548-01	N/A	Approved	15-Mar-2022	15-Mar-2022

Record Number: EHS-22-0548
Exempt Project Title: Password Test - Creighton University
Environmental Health and Safety Protocol

Submissions (2) | Linkages | Approved Docs

Home > Submissions > IBC Continuation > Submission

Submission: IBC Continuation
Submission Number: EHS-22-0548-02 | Created on: 15-Mar-2022 | Status: In Development

Document/Form	Type	Status	
IBC Application	Application	Completed	PDF (Mandatory Form)

Step 3: Complete the continuation by opening the IBC Application and unchecking the 'Complete' box (top right).

Step 4: Once changes are made, check the 'Complete' box and click 'Submit'.

5. Creating an IBC Notice of Termination

Step 1: Using 'Locate My Records', open the registration in 'Edit Mode' -> 'Master Record'.

Step 2: Using the 'Add' dropdown, select IBC Notice of Termination and click the 'Add' button.

Record Number: EHS-22-0548
Exempt Project Title: Password Test - Creighton University
Environmental Health and Safety Protocol

Submissions (1) | Linkages | Approved Docs

Home

Submissions

Type	Submission Number	Investigator Submitted On Date	Determination	Determination Date	Date	
IBC Application	EHS-22-0548-01	N/A	Approved	15-Mar-2022	15-Mar-2022	Delete

Dropdown menu options: IBC Modification, IBC Continuation, IBC Notice of Transfer, IBC Notice of Termination, IBC Adverse Biosafety Event

Record Number: EHS-22-0548
Exempt Project Title: Password Test - Creighton University
Environmental Health and Safety Protocol

Submissions (3) | Linkages | Approved Docs

Home > Submissions > IBC Notice of Termination > Submission

Submission: IBC Notice of Termination
Submission Number: EHS-22-0548-03 | Created on: 15-Mar-2022 | Status: In Development

Document/Form	Type	Status
IBC Notice of Termination		Incomplete

Submit (Mandatory Form)

Step 3: Complete the notice by opening the IBC Notice of Termination form.

Step 4: Once changes are made, check the 'Complete' box and click 'Submit'.

6. Creating an IBC Notice of Transfer

Step 1: Using 'Locate My Records', open the registration in 'Edit Mode' -> 'Master Record'.

Step 2: Using the 'Add' dropdown, select IBC of Transfer and click the 'Add' button.

Record Number: EHS-22-0548
Exempt Project Title: Password Test - Creighton University
Environmental Health and Safety Protocol

Submissions (1) | Linkages | Approved Docs

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Type	Submission Number	Investigator Submitted On Date	Determination	Determination Date	Det Date	Delete
IBC Application	EHS-22-0548-01	N/A	Approved	15-Mar-2022	15-Mar-2022	

Submissions Add

- IBC Modification
- IBC Continuation
- IBC Notice of Transfer
- IBC Notice of Termination
- IBC Adverse Biosafety Event

Record Number: EHS-22-0548
Exempt Project Title: Password Test - Creighton University
Environmental Health and Safety Protocol

Submissions (4) | Linkages | Approved Docs

Home > Submissions > IBC Notice of Transfer > Submission

Submission: IBC Notice of Transfer
Submission Number: EHS-22-0548-04 | Created on: 15-Mar-2022 | Status: In Development

Document/Form	Type	Status
IBC Notice of Transfer		Incomplete

Submit (Mandatory Form)

Step 3: Complete the notice by opening the IBC Notice of Transfer form.

Step 4: Once changes are made, check the 'Complete' box and click 'Submit'.

7. Creating an IBC Adverse Biosafety Event

Step 1: Using 'Locate My Records', open the registration in 'Edit Mode' -> 'Master Record'.

Step 2: Using the 'Add' dropdown, select IBC Adverse Biosafety Event and click the 'Add' button.

Record Number: EHS-22-0548
Exempt Project Title: Password Test - Creighton University
Environmental Health and Safety Protocol

Submissions (1) | Linkages | Approved Docs

Home

Submissions

Type	Submission Number	Investigator Submitted On Date	Determination	Determination Date	Det Date	Del
IBC Application	EHS-22-0548-01	N/A	Approved	15-Mar-2022	15-Mar-2022	Delete

Dropdown menu options: IBC Modification, IBC Continuation, IBC Notice of Transfer, IBC Notice of Termination, IBC Adverse Biosafety Event

Record Number: EHS-22-0548
Exempt Project Title: Password Test - Creighton University
Environmental Health and Safety Protocol
Done Save Edit Mode

Submissions (5) | Linkages | Approved Docs

Home > Submissions > IBC Adverse Biosafety Event > Submission

Submission: IBC Adverse Biosafety Event
Submission Number: EHS-22-0548-05 | Created on: 15-Mar-2022 | Status: In Development

Document/Form	Type	Status
IBC Adverse Biosafety Event	Application	Incomplete

Submit (Mandatory Form)

Step 3: Complete the event by opening the IBC Adverse Biosafety Event form.

Step 4: Once changes are made, check the 'Complete' box and click 'Submit'.

8. IBC Record Status

Possible statuses and their respective descriptions are listed below:

Status:	Description:
In Development	The submission is incomplete and has not been submitted to the IBC Office.
Routing	The submission has been submitted and is waiting for Co-Investigator approval.
IBC Office	The submission has been received by the IBC Office.
IBC Modification	A response is required by the PI.
IBC On Agenda	The submission is on a Committee Review agenda.
Approved	The submission determination was approved by the IBC.