Sam Houston State University
Protection of Human Subjects Committee (PHSC/IRB)

College Deans, Department Chairs & Supervising Faculty

Sam Houston State University has developed a new online system for reviewing research on human subjects. This system is hosted off-campus by InfoEd, which is headquartered in Albany, New York. This program can be accessed with either a PC or a Mac, on-campus or off. An internet connection is required, but it will even work with a dial-up modem. Beginning in the Fall, 2008, all new human subjects applications must be made with this new system. This program is more sophisticated than the previous one and captures important information that was not requested on the previous system. This is an important feature because it gives the University a better audit trail of procedures and applications and improves compliance with Federal guidelines.

There are three (3) kinds of human subjects applications:

1. Regular (faculty and staff),
2. Thesis/Dissertation (including any other graduate research sponsored by a member of the faculty), and
3. Classroom (for undergraduate and graduate students who are conducting research to satisfy a classroom requirement).

The new application system is found by pasting the following URL into your browser.

http://samhouston.infoed.org

An alternate method is to go to the Office of Research and Special Programs website, click the link to IRB Tab, then click on the Application tab, and then click the link to InfoEd’s IRB Application System. Please note there is also a tab for Instruction Manuals and Training, if this is your first time completing an IRB application, you should download a copy of the manual that coincides with the type of application you are completing.

Logging into the System

On the home page are two important buttons on the left margin: login and get profile. When you use this system the very first time, you must click “get profile.” You should only have to do this the first time.
NOTE: You will not get notification that an application requires your review or be able to view the online application until you register (Get Profile) with the system. The research protocol cannot move forward through the routing system without your review.

Getting a profile involves 5 steps:

1. Identify your state (TX) from the pull-down menu and continue;
2. Select our university from the pull-down menu and continue;
3. Select your profile and continue. To select your profile, click “set” and select the first letter of your last name. From the pull-down menu select your name and click “select.” Then close that dialogue box. At this point the user’s profile should be pulled into the system from university databases.

4. The user will then be asked that the profile on the screen is his or hers; if yes, click “continue;”
5. Shortly thereafter the user’s login information will be confirmed by email and will include the User ID (SHSU login) and password. The user is then able to use this information to log onto the system.

**Login for New Faculty**

New faculty will not be able to get a profile so easily. At the first screen of the “get profile,” check the box at the bottom, “profile not found in list” (pg 2). Then the user will be asked to fill in his/her name, SHSU email address, primary department, user ID and password. Once that information has been added, click “continue,” which will take the person to step five.
However, before an email is sent to the user, the profile must be validated by the Office of Research and Special Programs and this could take a couple of days. To avoid being delayed in starting a research project, new faculty and students should be encouraged to get their profiles set before they are ready to submit an application. This recommendation is particularly important for students who will be conducting research for a class.

**Persons Not Affiliated with SHSU**

PIs who are not affiliated with SHSU and who want to conduct human subjects research on this campus must notify the ORSP (294-3876) and give the information necessary for that office to provide them with a profile. Once they have a validated profile, they will be able to access this online system.

**Routing for Applications:**

Once a Regular Application is submitted, it will follow the route illustrated below.
The route for the **Thesis/dissertation Application** is similar but adds a review by the supervising faculty member.

The route for a **Classroom Application** is as follows. Notice that it does not require a review by Department Chairs or Deans.

**Reviewing an Application**

When an application is submitted, it moves from one reviewer to the next after the previous reviewer has approved it. Each person on the route will receive an email notifying them that there is an application that needs his or her review. Log into the system and find messages in the inbox.
When the “open” envelope icon is clicked, the message will look like this.

Click the Reviewer Dashboard link. Information about using the dashboard is given at the top. The reviewer should then open the “Items to Review” link, where the profiles that need to be reviewed will be listed.
Click open the folder under the “Show” icon to review the protocol. When the review has been completed, check the “Done” box. That only means the application has been reviewed. This is a separate step from a decision on the protocol.

**NOTE:** When working with the reviewer dashboard, the Save icon will appear in the upper left hand corner, it will only begin to blink once the steps taken need to be saved.
If the reviewer has comments to make about the application, those should be registered at the “My Comments” tab (see below). Decide who the reviewer wants to see the comments: everyone on the routing list, just the PI, other reviewers only, or the the PHSC administrator. Then add comments in the associated comment boxes. Remember to Save.

**NOTE:** *When posting a comment, keep in mind if you post the comment between you and the PI, then no one else will see it. If you are addressing changes or corrections to be made, it is best to post it so it can be viewed by everyone.*

Then open the “My Decision” tab and from the pull-down menu select either Approved or Changes Required. The latter choice will notify the persons chosen in the Comments section of the decision made by the reviewer. When modifications are requested and made by the PI, the protocol will go through the routing process again.
Regardless of the decision made, the reviewer must then Accept the certification by clicking the necessary radio dial. Remember to Save.

After the reviewer has accepted the protocol (even if modifications are requested), he or she will be prompted for his or her Username and Password. This extra step is required because it is the electronic signature of the reviewer.
When no modifications are requested, the protocol moves to the next person on the routing list. A protocol will only be reviewed by the Protection of Human Subjects (IRB) Committee after it has been approved by each person on the routing list.

When modifications are requested, the PI will get an email notification that looks like this.
Delegating Protocol Review to Another Person in the Department or College

A Department Chair or Dean may select a Delegate to receive notification and to act on protocols submitted in that person’s absence. The Delegate will be given access to the Delegator’s InfoEd email only. This procedure should be used only in exceptional circumstances and should not be the usual way protocols are reviewed at that level. If a protocol is approved and problems occur during the conduct of the research, accountability follows the institutional hierarchy.

To delegate protocol review to someone else, the dean or department chair needs to open the “My Profile” tab on the left side of the dialogue window. There a list will be displayed that will include “Delegates.”

Clicking that link will allow the delegator to select the delegate. Choose the person from the list and click “Select.” Then click the “Close” button. The person selected will not begin to receive the review notifications until the delegator has completed this step. The delegation can only be cancelled by the delegator.