

Sam Houston State University
Protection of Human Subjects

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 Protection of Human Subjects, and then open the link to samhouston.infoed.org.

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 data bases.

4. The user will then be asked that the profile on the screen is his or hers; if yes, click “continue;”



[Log Out](#) [Help](#) [New Portal](#)

Get Profile

- Home
- Login
- >>Get Profile**
- SPIN
- GENIUS

Get Profile Login

Step 1... Select your **State/Province**

Texas

Step 2... Select your **Institution**

Sam Houston State University

Step 3... Select your **Profile**

Step 4... **Is this the Profile?**

- select -

Last Name KERCHER

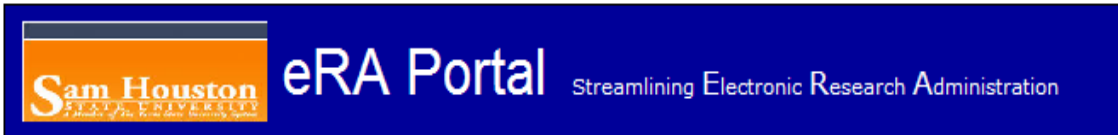
First Name GLEN

Middle Name A

Email Address ICC_GAK@SHSU.EDU

Primary Department COLLEGE OF CRIMINAL JUSTICE

[Continue](#)



Get Profile

- Home
- Login
- >>Get Profile**
- SPIN
- GENIUS

Get Profile Login

Step 1... Select your **State/Province**

Texas

Step 2... Select your **Institution**

Sam Houston State University

Step 3... Select your **Profile**

Step 4... **Is this the Profile?**

Yes, this is my profile

Last Name BARRUM

First Name JAMES

Middle Name A

Email Address ICC_JAB@SHSU.EDU

Primary Department COLLEGE OF CRIMINAL JUSTICE

Step 5... **Completed!** Your Login information has been sent to you at the above email address. Please follow the instructions it contains to access your account. Thank You

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 and Students

New faculty and students will not be able to get a profile so easily, because their information may not yet be accessible from university records. 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.

eRA Portal
Streamlining Electronic Research Administration

[Log Out](#) | [Help](#) | [New Portal](#) | **Get Profile**

Home
Login
» Get Profile
SPIN
GENIUS

Get Profile Login

Step 1... Select your **State/Province**

Step 2... Select your **Institution**

Step 3... Select your **Profile**
 Profile Not Found in List

Last Name

First Name

Middle Name

Email Address

Primary Department

Username at least 6 characters

Password at least 6 characters

Re-Enter Password

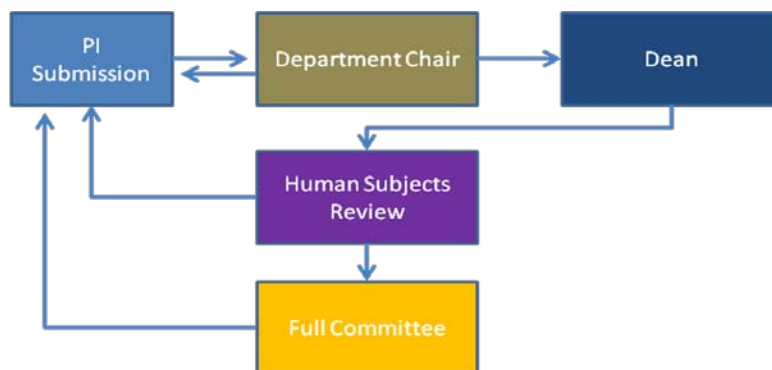
However, before an email is sent to the user, the *profile must be validated* by the Office of Research and Special Programs. This could take several days, depending upon the availability of personnel in that office. To avoid being delayed in starting a research project, new faculty and students should 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

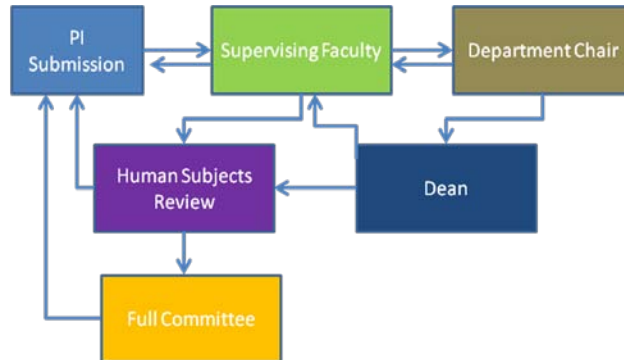
PIs who are not affiliated with SHSU and who want to conduct human subjects research on this campus must notify the ORSP (294-4875) and give the information necessary for that office to provide them with a profile. Once they have a validated profile, they will be able to access this online system.

Routing for a Regular or Thesis/dissertation Application.

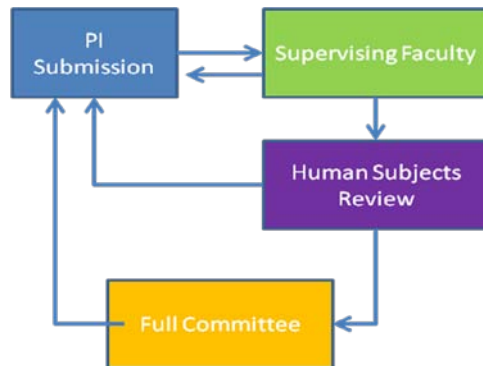
Once a **Regular Application** is submitted, it will follow the route illustrated below.



The route for the **Thesis/dissertation Application** is similar but adds a review by the supervising faculty member.

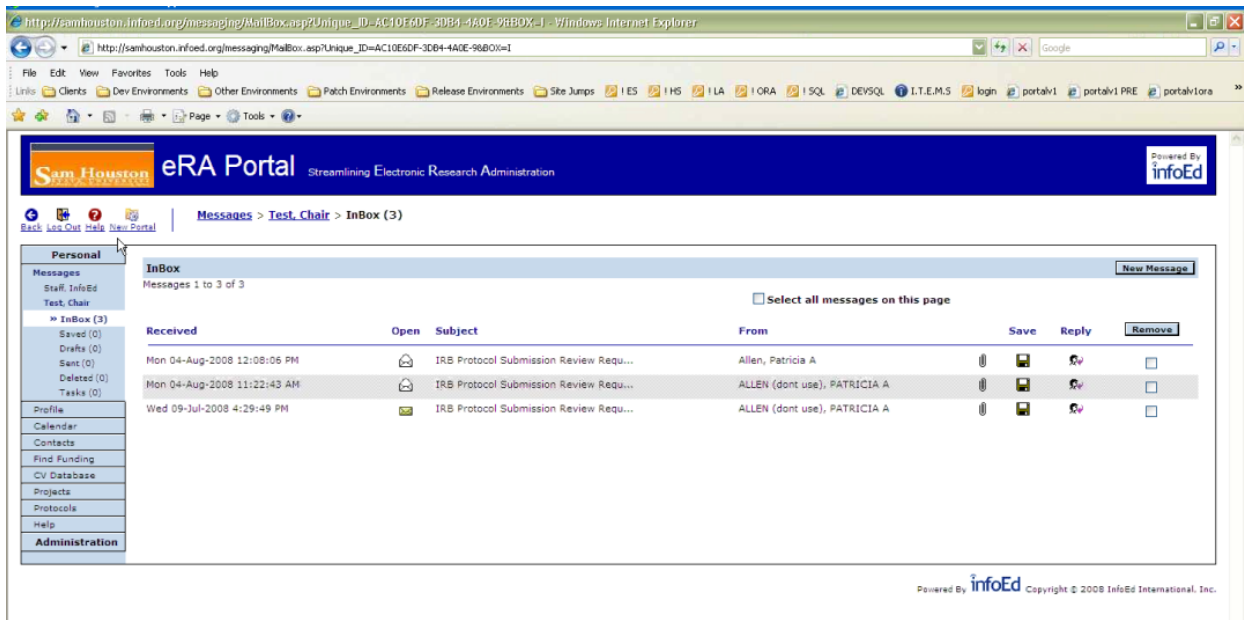


The route for a **Classroom Application** is as follows. Notice that it does not require a review by Department Chairs or Deans.

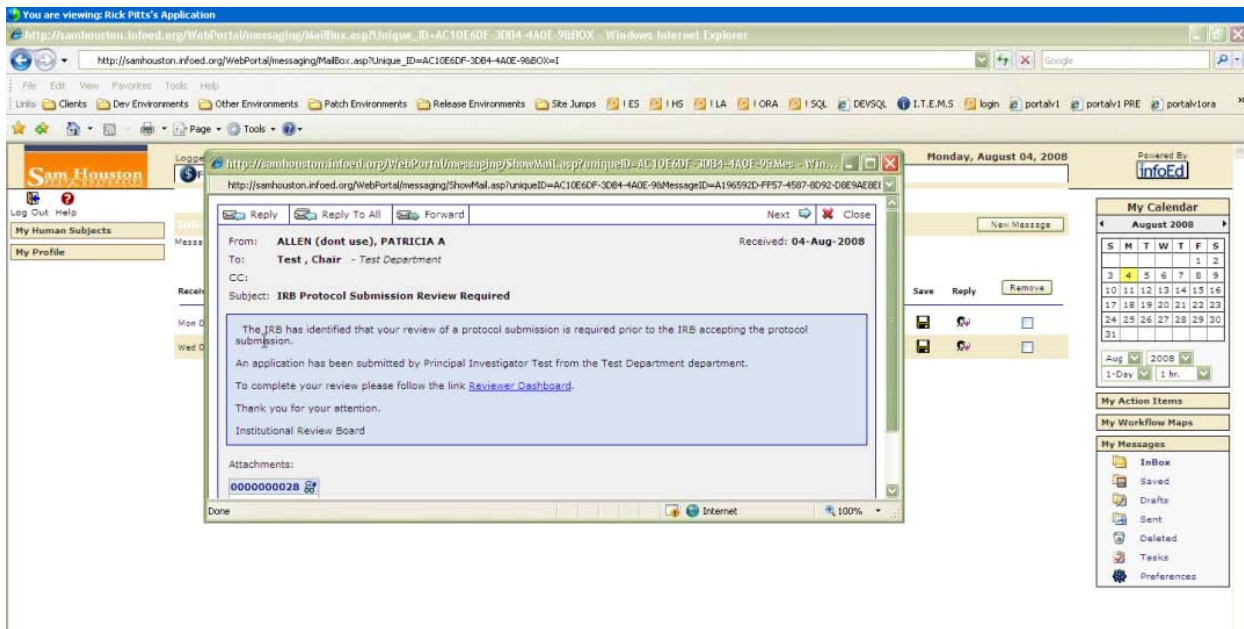


Reviewing an Application

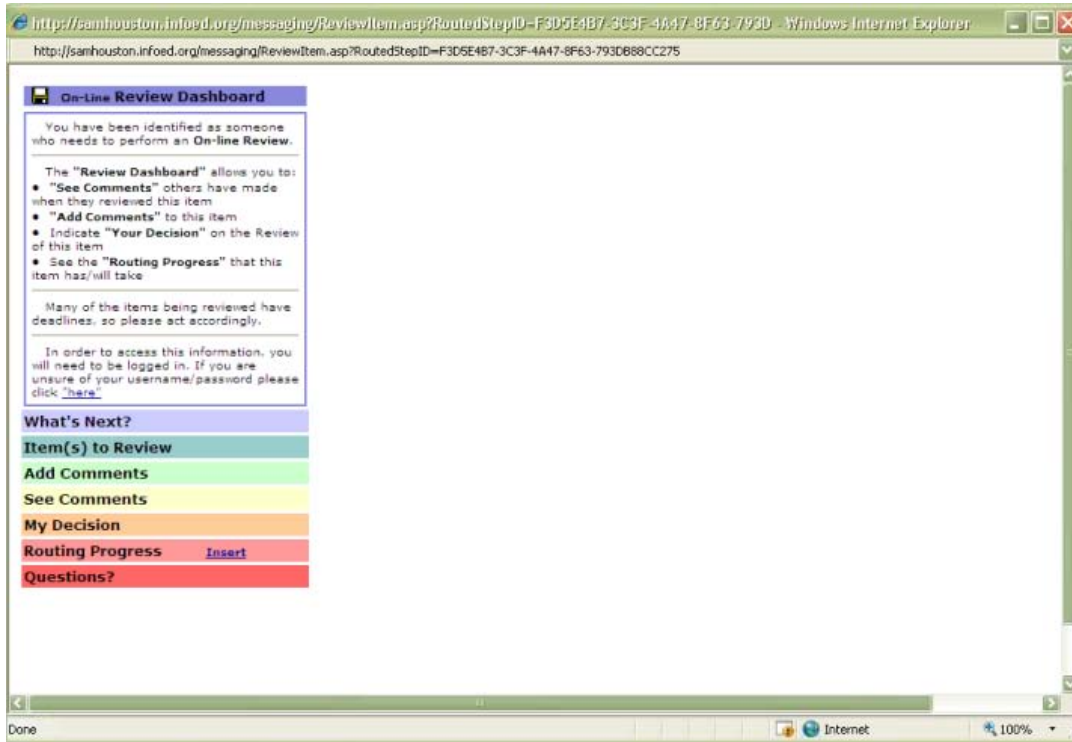
When an application is submitted, it moves from one reviewer to the next after the previous reviewer has approved it. Each person on the route will receive an email notifying them that there is an application that needs his or her review. Log into the system and find messages in the inbox.



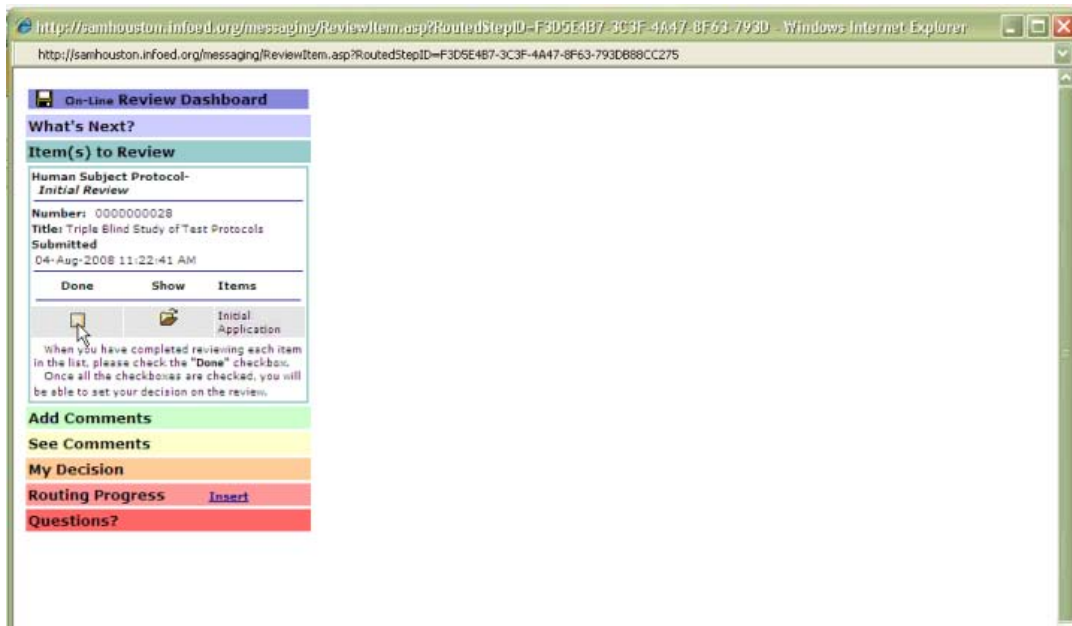
When the “open” envelope icon is clicked, the message will look like this.



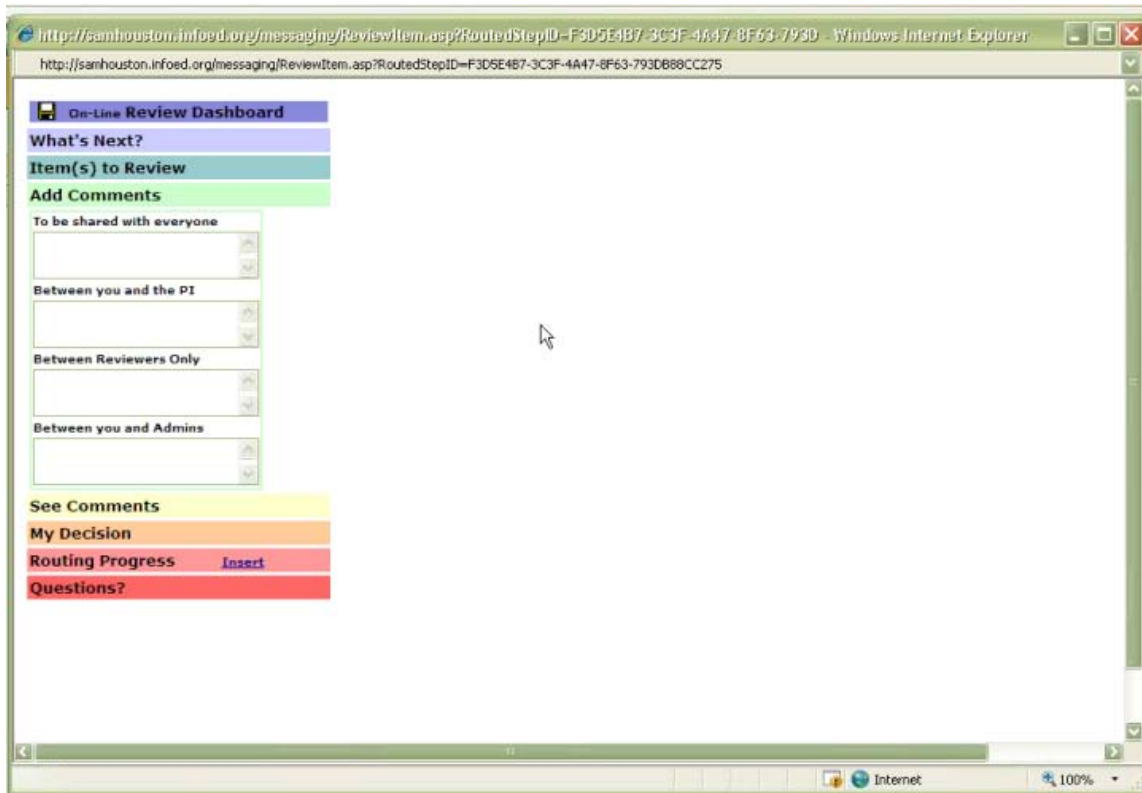
Click the Reviewer Dashboard link. Information about using the dashboard is given at the top. The reviewer should then open the “Items to Review” link, where the profiles that need to be reviewed will be listed.



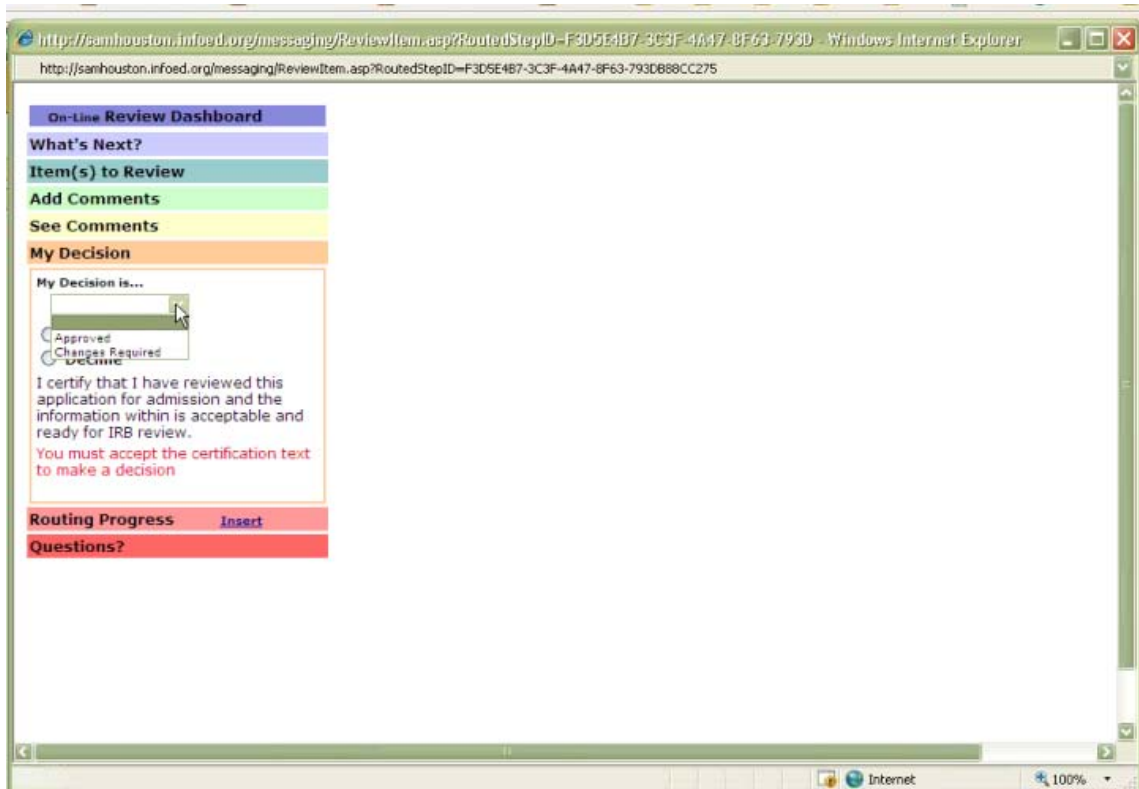
Click the "Show" icon to review the protocol. When the review has been completed, check the "Done" box. That only means the application has been reviewed. This is a separate step from a decision on the protocol.



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.

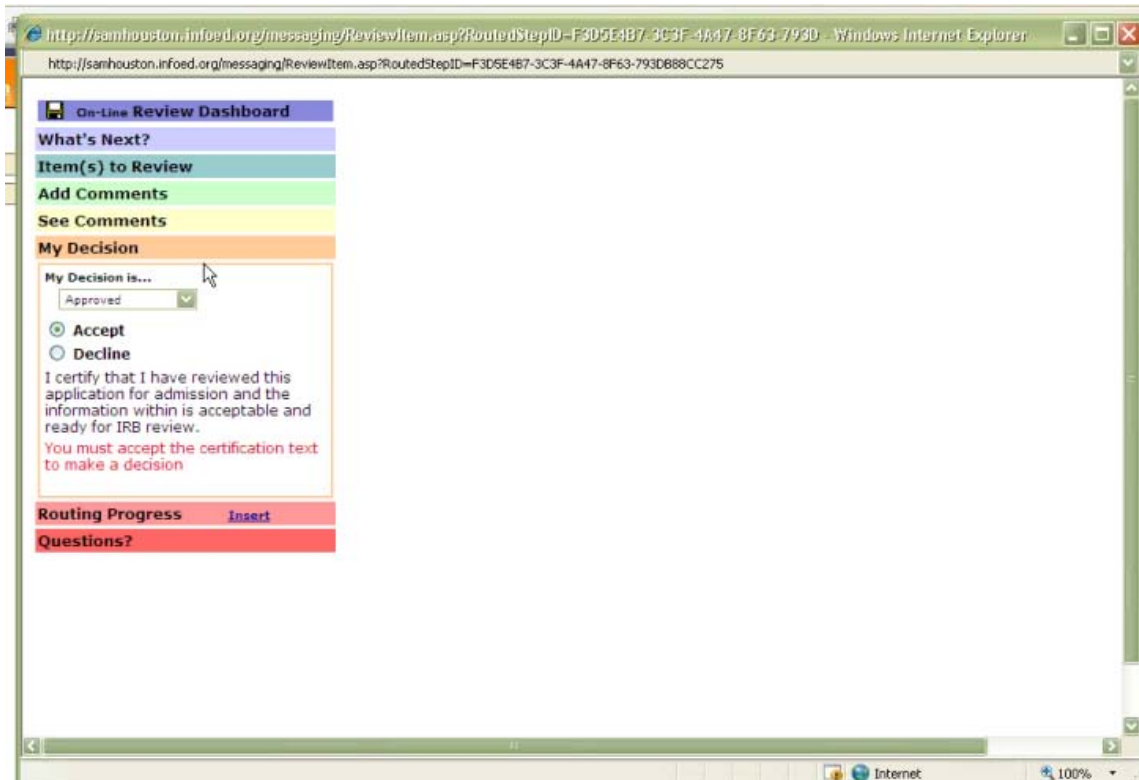


Then open the “My Decision” tab and from the pull-down menu select either Approved or Changes Required. The latter choice will notify the persons chosen in the Comments section of the decision made by the reviewer. When modifications are requested and made by the PI, the protocol will go through the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

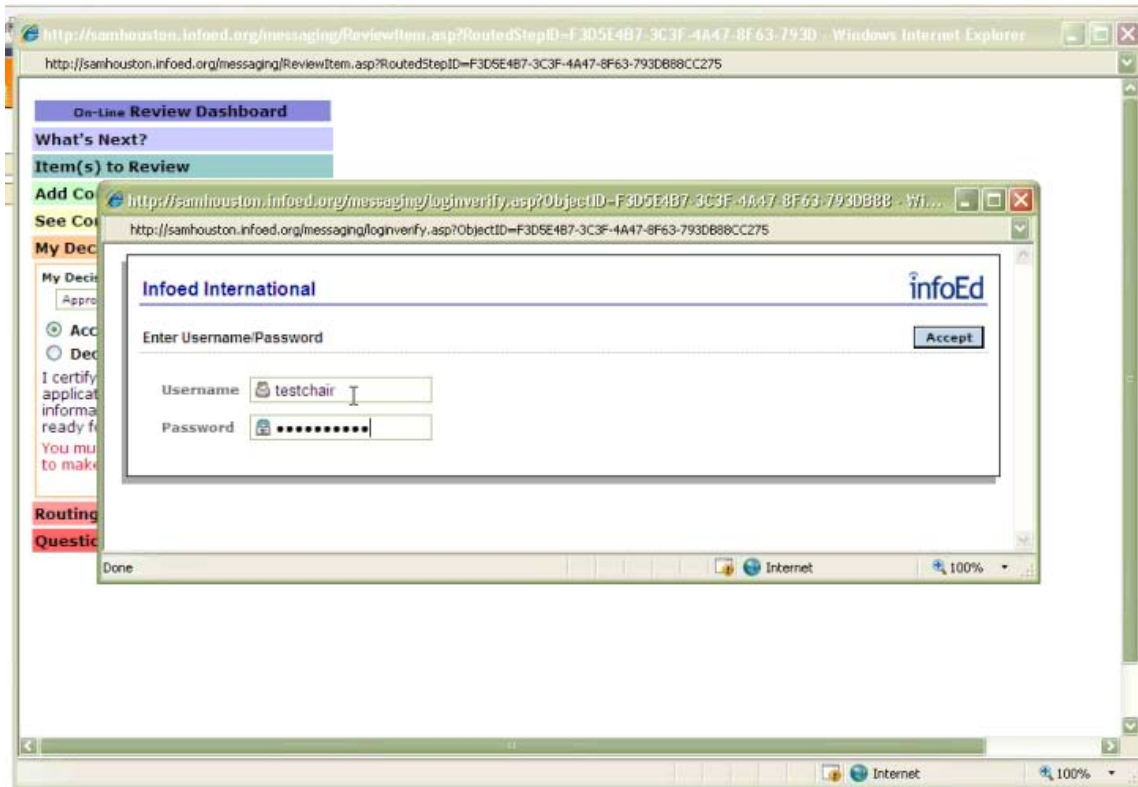


Regardless of the decision made, the reviewer must then indicate that he or she accepts the decision made.

NOTE: *When working with the reviewer dashboard, the Save icon will appear in the upper left hand corner and will blink from time to time indicating that the steps taken need to be saved.*

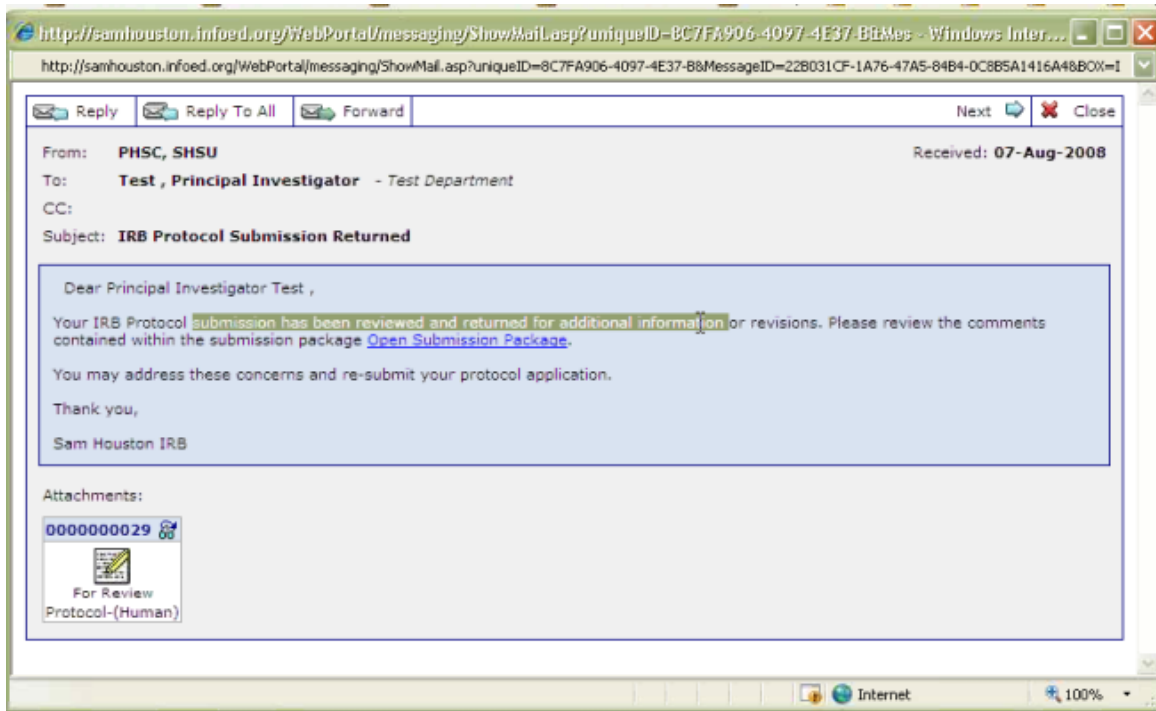


After the reviewer has accepted the protocol (even if modifications are requested), he or she will be prompted for his or her Username and Password. This extra step is required because it is the electronic signature of the reviewer.



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.

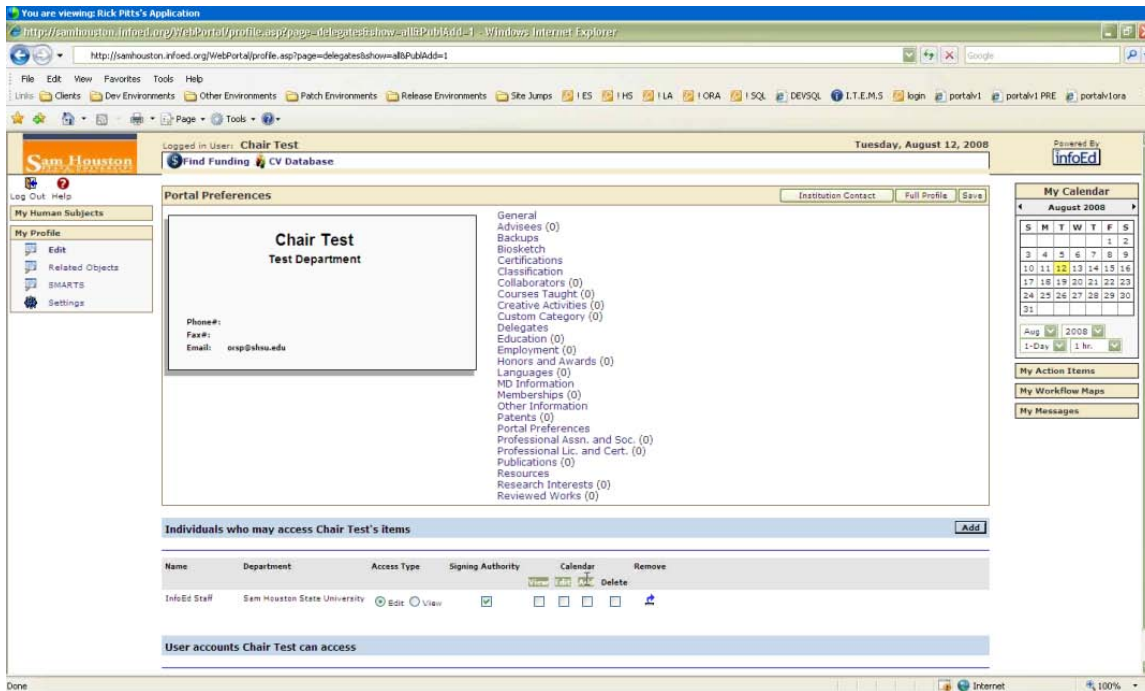
When modifications are requested, the PI will get an email notification that looks like this.



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 receive the review notifications until the delegation is cancelled by the delegator.

