

Instructions for Submitting Determination Requests

1. Go to **INFOED HS** for data entry <https://era.llu.edu/> - login (this is specific for InfoEd). If you do not have an InfoEd login, please email IRB@llu.edu and request it.
2. Click on **Human Protocol** (white box on left-side of screen)
3. Click on **Create New Human Protocol**

Human Protocol

Create New

Create New Human Protocol Copy from existing

Accessing Records/Reporting

Locate records by using filters Show a listing of All my records

Adhoc Reporting Pre-Defined Reports

Reviews Management

4. On the **Create** screen – click button (**New Human Protocol in Human Subjects Development**)
** not all users will see all options depending on their access to the system **

Create Continue

New Human Protocol in Human Subjects Development

New Human Protocol in Human Subjects Management

5. Click on **Continue** button
6. Enter **Title of protocol** in the space provided – IRB # is assigned in the system
7. Confirm your name in the box for “**Select PI**” (for Determination Requests Only)
8. Click on **Continue** button
9. On the **Initial Review** screen – click on IRB Application

Initial Review Submission Number: 5220083-01 Created on: 11-Aug-2022 Status: In Development

Document/Form Add	Type	Status	Submit
IRB Application	Application	Incomplete	(Mandatory Form)
Project Personnel	Application	Incomplete	(Mandatory Form)

10. Scroll down to **Review Board Routing** – choose “**Determination Only**” under **Review Category**
11. Scroll down to the section **DETERMINATION ONLY** and complete the * sections, following the instructions
12. Scroll down and read the instructions for **FORM COMPLETION** (you may add comments or upload additional documents you would like reviewed)
13. Scroll to top of screen and click the “**Complete**” button - top right
14. The screen will refresh to the Initial Review screen
15. Click on Project Personnel

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16. Under Summary section, click the “yes” box for *Is this application for Determination Only?*

Submission Summary

Submission Type
Initial Review

Submission #
5220083-01

* **Is this application for Determination Only?** Yes No

17. Scroll down and read INSTRUCTIONS (for adding or confirming personnel). Once this section is complete, you may continue.

18. Scroll to top of screen and click the “**Complete**” button on top right.

19. Click the “Submit” button

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20. Click the “Done” button to exit the study record