1 PURPOSE
   1.1 This procedure establishes the process to update the InfoEd System.
   1.2 The process begins when an SOP requires the InfoEd System to be updated.
   1.3 The process ends when the InfoEd System has been updated.

2 REVISIONS FROM PREVIOUS VERSION
   2.1 None

3 POLICY
   3.1 None

4 RESPONSIBILITIES
   4.1 IRB staff members are responsible for carrying out this procedure.

5 PROCEDURE
   5.1 For new requests for approval (approval of new Research or a determination whether an activity is exempt Human Research or is not Human Research), prior notifications of emergency use of a test article, and five-day notifications of emergency of a test article, enter the following fields:
      5.1.2 Date of Action: Enter the submission date.
      5.1.3 Type of Action: Enter type of action.
      5.1.4 Result of Action: “Submitted.”
      5.1.5 Level of Action: “IRB Staff Processed Submission.”
      5.1.6 Expiration date: Leave blank.
      5.1.7 Current Approval Status: “Not Approved.”
      5.1.8 Current Status: “TRUE.”
   5.2 For follow-up submissions and actions:
      5.2.1 Find the row with “Current Status” of “TRUE.”
      5.2.2 Set the “Current Status” to “FALSE.”
      5.2.3 Copy the row to create a new row.
      5.2.4 Update the fields of the new row.
      5.2.5 Set the “Current Status” of the new row to “TRUE.”

6 MATERIALS
   6.1 InfoEd System
   6.2 InfoEd System
   6.3 InfoEd System

7 REFERENCES
   7.1 None