



## The University of Vermont Sponsored Project Administration

To: InfoEd Users

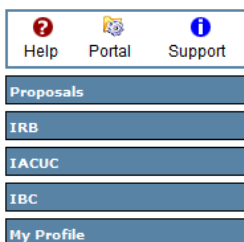
From: Sudha Ramaswami, Director of Sponsored Project Administration  
Donna Silver, Director of Research Protections Office

Date: November 10, 2016

Re: InfoEd - New Tabs

Starting November 10, 2016, InfoEd users will see five tabs on the left panel of the home page within InfoEd as shown below. The tabs are now visible because the Research Protections Office (RPO) is preparing to rollout electronic submissions to researchers who conduct human subjects research.

- Proposals
- IRB - Institutional Review Board - Human Subject Protocols
- IACUC - Institutional Animal Care and Use Committee - Lab Animal Protocols
- IBC - Institutional Biosafety Committee - Biosafety Protocols
- My Profile - User Profiles



### **Who Can Access Proposal and Protocol Records?**

All five tabs will be visible to all InfoEd users, but access to specific proposal and/or protocol records under each tab is controlled based upon assigned security roles.

- **Proposal Records**: From a Proposal Principal Investigator perspective, access to a proposal is limited to the PI, PI's delegate, PI's Dean, Chair and Business Manager and the Dean, Chair and Business Manager of all people listed in the proposal, SPA staff. Please see [SPA InfoEd Web Site](#) for more information.
- **IRB, IACUC and IBC Protocol Records**: View access is limited to the PI, and Key Personnel as well as, RPO staff, the Review Committee Members. At this time, only designated Key Personnel (PI Delegates) who are part of a pilot testing group have full view and edit rights. Please see the [RPO InfoEd Resource Materials](#) website for more information.

### **How to Hide Tabs You Do Not Wish to See**

Users who do not have proposal or protocol activity may wish to "hide" tabs from the main page by following these steps:

- 1) Click My Profile
- 2) Click Settings
- 3) Uncheck each tab you would like to hide.
- 4) Click Save.
- 5) Users can always "unhide" at a later time if your wish to see these tabs.

Questions? If you need help, please contact us. <https://www.uvm.edu/~infoed/?Page=contact.html>

#### **SPONSORED PROJECT ADMINISTRATION**

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