eRA(InfoEd) Electronic Submission Instructions and Tips: Delegation

This instructional document informs Principal Investigators how to delegate access to their protocols so that an eRA(InfoEd) user who is not listed as a member of the research personnel on a protocol can access and edit that protocol. The individual to whom access is being delegated must already have access to the eRA(InfoEd) system before they can be delegated access to protocols. CU Denver staff and faculty generally already have access to this system, while employees at other institutions need to request a POI number if they do not already have one. If necessary, click the link for obtaining access to the COMIRB eRA(InfoEd) system.

Please be aware that delegating an individual does not limit their access to a specific protocol. It gives access to **all** of your protocols listed in the eRA(InfoEd) system for which you are the PI, as well as other submissions made through the eRA(InfoEd) system beyond those submitted to the IRB. Delegating access **does not** delegate responsibility; the Principal Investigator is still responsible for all actions on their protocols. Also, delegation provides only the ability to create and complete submissions for studies; it allows only limited access to other features.

STEP 1: LOGIN INTO INFOED

A. Navigate to https://era.cu.edu in your preferred Internet browser.

B. Click the **LOGIN** tab on the left side of the screen and enter your POI or UCD username and password, and then select **DENVER** as the Campus.

C. Click the **LOGIN** button.

STEP 2: EDIT MY PROFILE

A. Select the **MY PROFILE TAB** from the menu located on the left-hand side of your browser window.

B. Click the **EDIT** link and a new window will open.

STEP 3: DELEGATING ACCESS

General
Electronic Signature
Advisees (0)
Appointments
Backups
Biosketch
Certifications
Collaborators (0)
Conflict of Interest Disclosures
Courses Taught (0)
Creative Activities (0)
Custom Category (0)
Delegates (0) ←
Education (0)
Employment (0)
Honors and Awards (0)
Languages (0)
MD Information
Memberships (0)
Other Information
Patents (0)
Portal Preferences
Professional Assn. and Soc. (0)
Professional Lic. and Cert. (0)
Publications (0)
Resources
Research Interests (0)
Reviewed Works (0)
Sponsor Credentials (2)
Sponsored Funding (0)

A. Select the **DELEGATES** link, which will allow you to search for the individual that you wish to have access to your protocol. A new window will open.

B. Scroll down, and click [Add] . A new window will open.

C. To select a delegate, begin typing their name in the field in the format Last Name, First Name (e.g. Smith, John). There may be multiple listings for the same person. Please select the one with the relevant department after the name for the research being conducted. Then click select.

Personnel	[Select] [Close]
Begin typing	

Filter by Institution
University of Colorado Denver ▼

D. That individual's name will appear under "Individuals who may access [your name]'s items". You can allow one of two "Access Types" for delegated individuals for each module of the system: "**Edit**" or "**View**", which will either allow the delegated individual to only view the protocols for which the delegating individual is the PI or allow them to edit (i.e. create/edit submissions, upload documents) the protocols.

The delegate must have Edit access in the 'Human Subjects' module to make submissions to COMIRB on behalf of the PI.

You do not need to check any of the boxes in the 'Calendar' section because COMIRB does not currently use the eRA(infoEd) calendar function.

Then press save to save your changes.

Institution Contact | Full Profile | Save

General
Electronic Signature

IMPORTANT NOTE: If you choose to check the box for "CC: on all Batch Communication emails", that individual will be CC'd on emails for **all of your protocols.**