



**University of Louisville Human Subjects Protection Program  
Department Chairperson Instructions to Sign a Protocol in BRAAN2**

4. You will see the list of studies waiting for your signature.

Activity List				
IRB PROTOCOL				
	Tracking #	PI	Title	Status
	07.0181	Brown, S	Informal science learning for ...	Awaiting Signatures

Click on the **plus sign** next to the study you are planning to review.

5. A box will appear under the study you chose to review.

Tracking #	PI	Title	Status	Status Date	Board
07.0181	Brown, S	Informal science learning for ...	Awaiting Signatures	11/1/2007	
<b>Expiration Date:</b>		<b>Possibly Exempt?: Yes</b>			
<b>Task</b>	<b>Created By</b>	<b>Created On</b>			
<a href="#">Awaiting Your Signature</a>	S. Brown	11/1/2007 4:11:05 PM	ED-Teaching and Lea		

Click on the link [Awaiting your Signature.](#)


6. The study details screen will appear.

IRB PROTOCOL - Signature Memo	
<b>Tracking #</b>	07.0181
<b>PI</b>	Brown, Sherri
<b>Title</b>	Informal science learning for middle school students at the Louisville Zoo
<b>Version</b>	1
<b>Status</b>	Awaiting Signatures
<b>Status Date</b>	11/1/2007 4:10:56 PM
<b>Board</b>	
<b>Meeting Date</b>	
<b>Approval Date</b>	
<b>Expiration Date</b>	
<b>Awaiting Signature</b>	Karp, Karen learning, teaching
<b>Select an Action:</b> <input type="text" value="View Attachments / Forms"/> <input type="button" value="Go"/>	

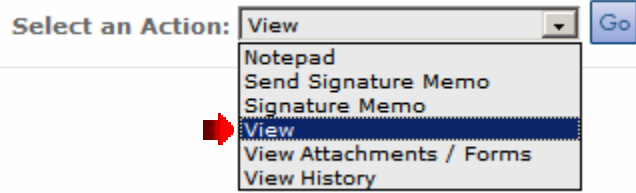
In the bottom right hand corner you will see a drop down box called **Select an Action.**


Please note: Microsoft Word and Adobe Acrobat Reader are both required to review files in BRAAN2.

## University of Louisville Human Subjects Protection Program Department Chairperson Instructions to Sign a Protocol in BRAAN2

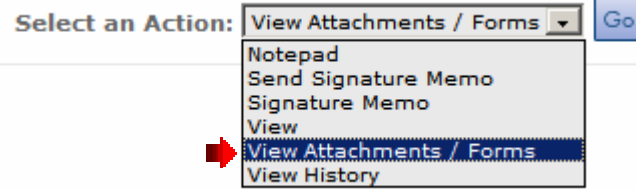
7. To view a pdf file containing all of the details of the research, select **View** and press 

Note: please be patient it may take several minutes for BRAAN2 to create the .pdf



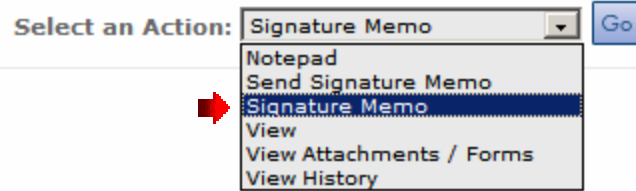
8. To view any files that the PI has uploaded and attached to the protocol, select **View Attachments/Forms** and press 

This will bring up a list of the attached files which are usually word or pdf files.




9. To complete the Department Chair Sign Off select **Signature Memo** and press 

The signature memo will pop up.




10. If you wish to Sign the Protocol click on Sign Protocol. If you wish to send the protocol back to the PI for revisions click on Return unsigned to PI.

Then click No to the Question "Are you the Scientific or Scholarly Merit Reviewer for your department?" and click 

The screenshot shows the "IRB PROTOCOL-SIGNATURE MEMO (07.0181)" form. On the left, there are buttons for "Verify", "Save", and "Close", and a section "Select a page below to edit" with a link for "Affirmation Page". The main form area includes:
 

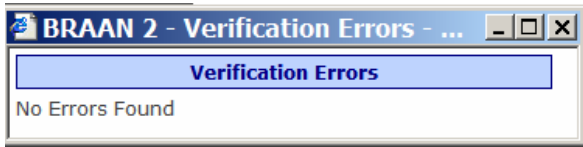
- Signature Type and Business Unit** section with fields for "Business Unit" (Education & Human Development - ED-Teaching and Learning) and "Signature Type" (Department Chairperson).
- AFFIRMATION** section with the instruction "Please select one of the following options:" and radio buttons for "Sign Protocol" (selected with a red arrow) and "Return unsigned to the PI".
- Scientific / Scholarly Merit Review** section with the question "Are you the Scientific or Scholarly Merit Reviewer for your department?" and radio buttons for "Yes" and "No" (selected with a red arrow).
- SAVE WARNING** section with the text: "Please be sure to save your changes to this page before you move to another page or close the form."


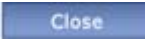
**University of Louisville Human Subjects Protection Program  
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11. Once the document has been saved click 



12. This box should pop up:



Click  then click 


Note: If the box says something other than "No Error Found", please go back and complete the items that are listed in the box and then repeat #9 & 10

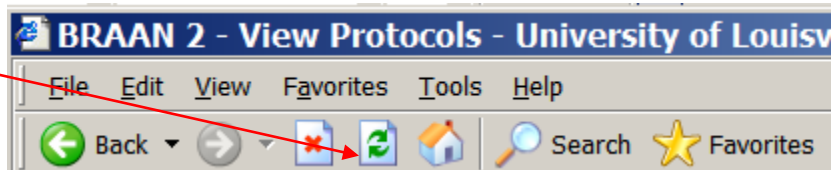
You will be taken back to the activity list and the study will no longer appear on the list.


**\*\*Please do not stop here! You are NOT finished!\*\***


**Steps 11 – 15 MUST BE COMPLETED for the study to move on in the process!**

11. When the activity list pops up the study you were working on will not be showing.

Click on the refresh button  on your browser to bring the study back up.



If the study does not immediately pop up, please wait a minute or two and click  again.

If the study shows up on the list but has a little clock next to it, it means it is still processing, please wait a minute or two and click  again.

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12. Once the study is showing up on the list and there is no clock next to it, please click on the plus sign

Activity List				
IRB PROTOCOL				
	Tracking #	PI	Title	Status
	07.0181	Brown, S	Informal science learning for ...	Awaiting Signatures

13. A box will appear under the study information.

Click on the link [Signature Memo.](#)

Tracking #	PI	Title	Status	Status Date	Board	Meeting Date
07.0181	Brown, S	Informal science learning for ...	Awaiting Signatures	11/1/2007		

<b>Expiration Date:</b>		<b>Possibly Exempt?: Yes</b>	
<b>Task</b>	<b>Created By</b>	<b>Created On</b>	
<a href="#">Signature Memo</a>	t. learning	11/1/2007 4:32:09 PM	ED-Teaching and Learning

14. The study details screen will appear.

In the Select an Action dropdown box select [Send Signature Memo.](#)

IRB PROTOCOL - Signature Memo	
Tracking #	07.0181
PI	Brown, Sherri
Title	Informal science learning for middle school students at the Louisville Zoo
Version	1
Status	Awaiting Signatures
Status Date	11/1/2007 4:10:56 PM
Board	
Meeting Date	
Approval Date	
Expiration Date	
Awaiting Signature	Karp, Karen learning, teaching

RELATED MEMOS			
*Please use the "Edit Memo" link below to edit (or reply) to the related memo. Use the "View Memo" link to view a read-only PDF version of the memo.			
IRB PROTOCOL-SIGNATURE MEMO			
	Tracking #	Created On	Created By
<a href="#">Edit Memo</a> <a href="#">View Memo</a>	07.0181	11/1/2007 4:26:50 PM	t. learning

Select an Action:

University of Louisville Human Subjects Protection Program  
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15. This box will popup. →

Type in your password  
and click 



16. The protocol will now be gone from your activity list and now **you are finished!!**