

## University of Louisville Human Subjects Protection Program Instructions to submit a protocol in BRAAN2

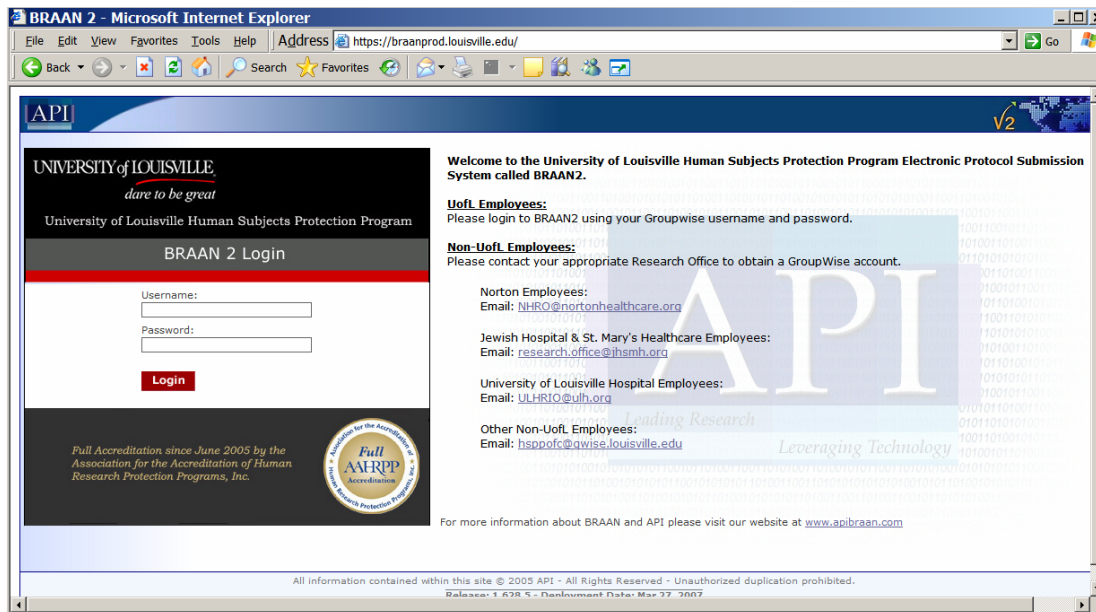
1. Go to the following website <https://braanprod.louisville.edu>

2. Login to BRAAN2:

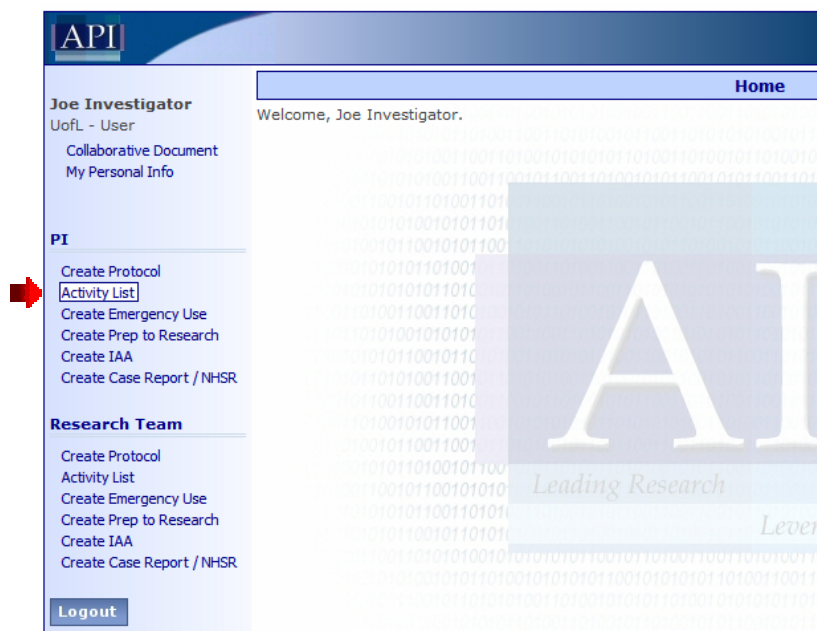
Your username is your GroupWise address before the @ sign.

Example: if your email is jdburk04@louisville.edu, your username is jdburk04


Your Password is your GroupWise password.




3. BRAAN2 will show you a welcome screen. On the left-hand side of the screen is a list of links. You will see two groups of links, PI and Research Team. Please click on the Activity List in the PI group.



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4. If this is your first time using BRAAN2, you will see the following message. To filter your activity list please click on the  sign next to the word filter.

**Activity List**


 Filter

• In order to see documents in your Activity List, please click on the + icon next to "Filter" above. Select the filter criteria as applicable and then click the "Apply Filter" button at the bottom right of the filter section.

5. A screen will pop up showing you all the filter options available to you. There are two lists in the middle of the screen: Documents and Status.

Select all of the options for documents and status and then press .

**Activity List**

 Filter

**Principal Investigator:**

Last:  First:

**Documents:**


AMENDMENT  
 AMENDMENT-REQUEST FOR RETURN  
 CASE REPORT/NHSR  
 CASE REPORT/NHSR-REQUEST FOR RETURN  
 CLOSURE  
 CLOSURE-REQUEST FOR RETURN  
 CONTINUING REVIEW  
 CONTINUING REVIEW-REQUEST FOR RETURN  
 DEVIATION / VIOLATION  
 DEVIATION / VIOLATION-REQUEST FOR RETURN  
 EMERGENCY USE

**Status:**


Acknowledged  
 Admin Mods Required  
 Approved  
 Awaiting Signatures  
 Board Mods Required  
 Closed by Research Team  
 Closed by System  
 Declined  
 Deferred  
 Disapproved  
 Exempt


**Tracking Nbr:**

**Board:**

**Expiration Date (From):**  

**Title:**



**Meeting Date:**  

**Expiration Date (To):**  

• In order to see documents in your Activity List, please click on the + icon next to "Filter" above. Select the filter criteria as applicable and then click the "Apply Filter" button at the bottom right of the filter section.

6. You will then see a list of all studies where you are listed as the PI.

Locate the study you need to submit and click on the [None](#) link.


<input type="checkbox"/> IRB PROTOCOL					
	<u>Tracking #</u>	<u>Principal Investigator</u>	<u>Title</u>	<u>Status</u>	<u>Status Date</u>
	<a href="#">None</a>	Investigator, J	Sample Protocol 1	New	4/30/2007
	<a href="#">None</a>	Investigator, J	Sample Protocol 2	New	4/30/2007
	<a href="#">None</a>	Investigator, J	Sample Protocol 3	New	4/30/2007

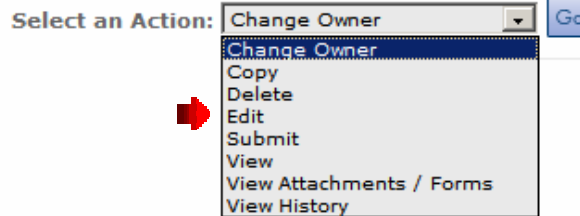
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7. The Details for the protocol you selected will be displayed.

IRB PROTOCOL - Details	
Tracking #	None
PI	Investigator, Joe
Title	Sample Protocol 2
Version	1
Status	New
Status Date	4/30/2007 12:11:42 PM

On the bottom right corner of the screen you will see a drop down box called "Select an Action".

- Select Edit
- Press 



8. The Protocol will be displayed.


Please click on Section 2.


You will see your name with a red flag to the left. Please click on your name.

9. A new page will open up showing all of the Principal Investigator Information. Please scroll to the bottom of the page where you will see the COI question.

**Significant Financial Conflict of Interest (COI)**

Check the box below if either: COI has been managed or if COI does not exist.



- check the box
- click on  in the upper left hand corner of the screen

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10. Click on the Verify Button to the left of the save button. (to verify PI information)



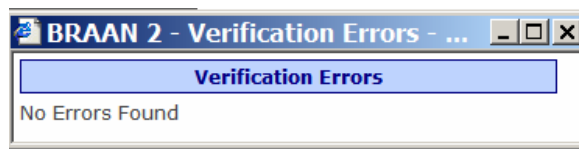
Verify Save  
Close


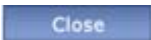
Principal

**Principal Investigator**

PI Name:  
Enter last and first name and click 'Search'  
Last:  F

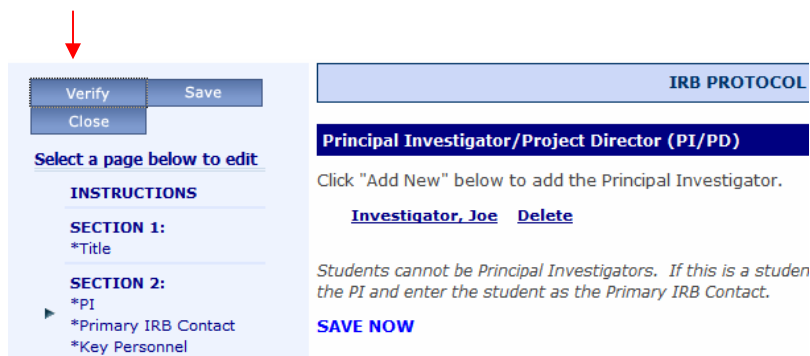
This box should pop up →



Click  then click 

11. You should be back to the IRB Protocol and the red flag that was next to your name should be gone.

Click on the Verify Button (to verify Protocol)



Verify Save  
Close

Select a page below to edit

**INSTRUCTIONS**

**SECTION 1:**  
\*Title

**SECTION 2:**  
\*PI  
\*Primary IRB Contact  
\*Key Personnel

**IRB PROTOCOL**

**Principal Investigator/Project Director (PI/PD)**

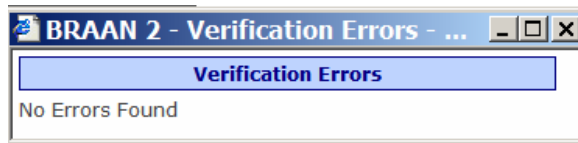
Click "Add New" below to add the Principal Investigator.


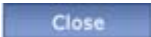
[Investigator, Joe](#) [Delete](#)

*Students cannot be Principal Investigators. If this is a student the PI and enter the student as the Primary IRB Contact.*

**SAVE NOW**

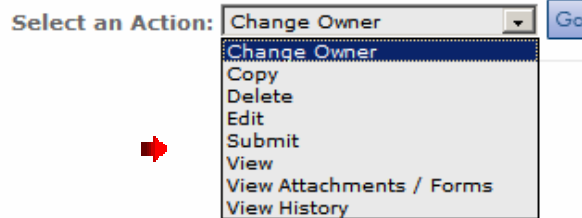
This box should pop up →



Click  then click 

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12. Open the "Select an Action" drop down list and click Submit.



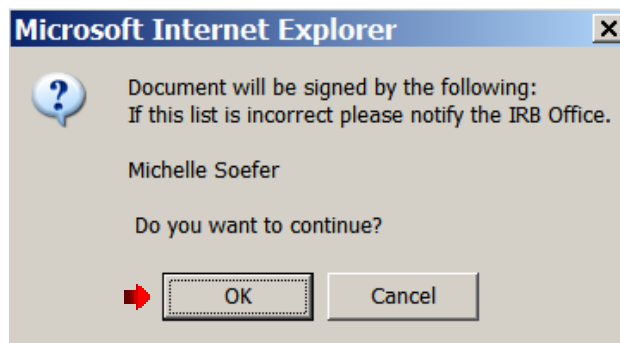
11. A box will popup letting you know if all of the personnel on the study have completed their training.

Assuming all training is completed you can close this box and continue with the submission.



12. Another box will pop up letting you know who in your department will need to sign the protocol.

Assuming this is correct; you can click OK and continue.



13. The status of your study will now be Awaiting Signatures.