

University of Louisville Human Subjects Protection Program Scientific/Scholarly Merit Reviewer Instructions to Review a Protocol in BRAAN2

1. Open up Internet Explorer 6.0 and type in the following address:
<https://braanprod.louisville.edu>

This will take you to the BRAAN2 Login Screen.



2. Login to BRAAN2:

Your username is your GroupWise UserID

Your Password is your GroupWise password

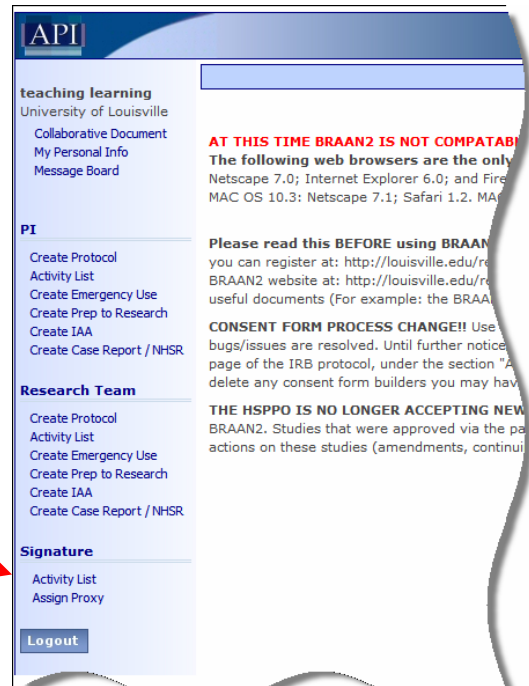


Your UserID is the first part of the GroupWise email address that was assigned to you by the University.

3. BRAAN2 will show you a welcome screen.

On the left-hand side of the screen is a list of links.

Please click on the **Activity List** under **Signature**.



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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	
Expiration Date:		Possibly Exempt?: Yes			
Task		Created By	Created On		
Awaiting Your Signature		S. Brown	11/1/2007 4:11:05 PM	ED-Teaching and Le	

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


6. The study details screen will appear.

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
Select an Action: <input type="text" value="View Attachments / Forms"/> <input type="button" value="Go"/>	

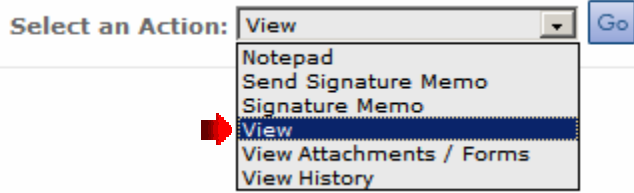
In the bottom right hand corner you will see a drop down box called **Select an Action.**


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

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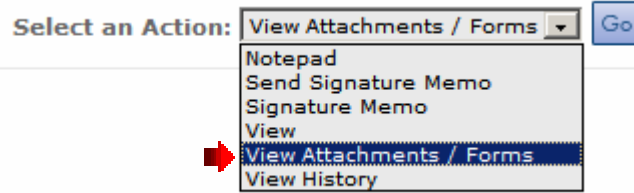
7. To view a pdf file containing all of the details of the research, select **View** and press 


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 Scientific/Scholarly Merit Review Signature Memo 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 Yes to the Question "Are you the Scientific or Scholarly Merit Reviewer for your department?" and click 

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10. The [Scientific/Scholarly Merit Review](#) link will now be visible. Click on this link

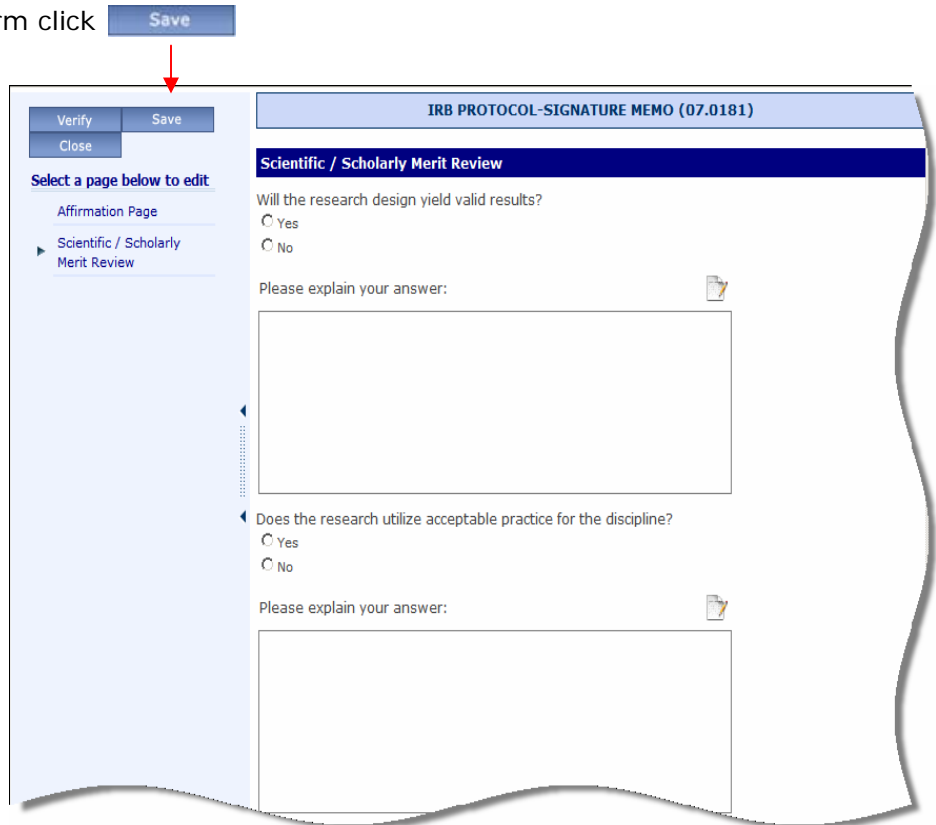


The Scientific / Scholarly Merit Review page will pop up

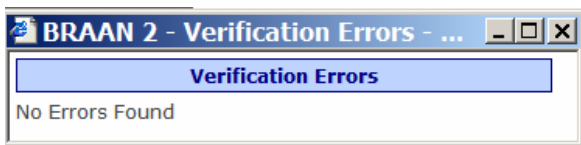
11. The Scientific / Scholarly Merit Review in BRAAN2 is simply an electronic version of the paper form. Please answer all 3 of the yes/no questions and explain each of your answers.



When you have completed the form click 

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.

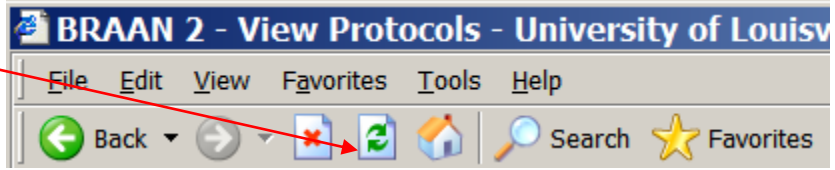
****Please do not stop here! You are NOT finished!****


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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.

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		
Expiration Date:		Possibly Exempt?: Yes				
Task	Created By	Created On				
 Signature Memo	t. learning	11/1/2007 4:32:09 PM		ED-Teaching and Learning		

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14. The study details screen will appear.

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
Edit Memo View Memo	07.0181	11/1/2007 4:26:50 PM	t. learning

Select an Action: Send Signature Memo Go

Notepad
 Send Signature Memo
 Signature Memo
 View
 View Attachments / Forms
 View History

15. This box will popup.

Type in your password and click OK



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