

## University of Louisville Human Subjects Protection Program Instructions For Individual COI check off

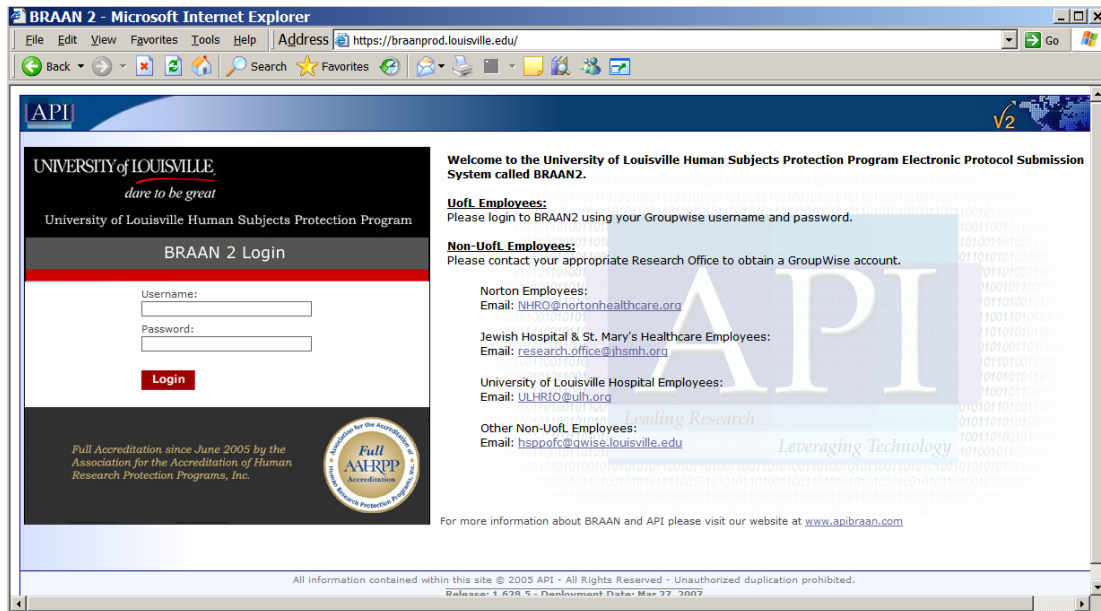
1. Go to the following website <https://braanprod.louisville.edu>
2. Login to BRAAN2:

Your username is your GroupWise address before the @ sign.

Example:

If your email is mhsoef01@louisville.edu, your username is mhsoef01

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 **Research Team** group.




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4. If this is your first time using BRAAN2, you will see the following message.

**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.

To filter your activity list please click on the  sign next to the word filter.

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 Apply Filter.

**Activity List**

- Filter

**Principal Investigator:**  
 Last:  First:  Search Remove

**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:** All

**Expiration Date (From):**  

**Title:**

**Meeting Date:**  


**Expiration Date (To):**  

Apply 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.

6. You will then see a list of all studies where you are listed as a Research Team Member.

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


☐ IRB PROTOCOL	Tracking #	Principal Investigator	Title	Status	Status Date
	<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

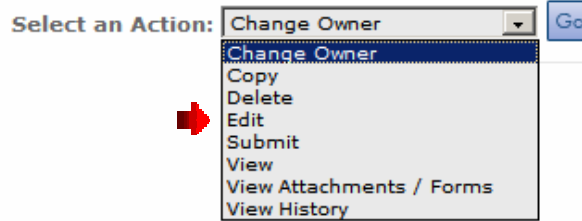
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7. The Details for the protocol you selected will be displayed.


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.

IRB PROTOCOL	
<p>Verify Save</p> <p>Close</p> <p>Select a page below to edit</p> <p><b>INSTRUCTIONS</b></p> <p><b>SECTION 1:</b></p> <p>*Title</p> <p> <b>SECTION 2:</b></p> <p>*PI</p> <p>*Primary IRB Contact</p> <p>*Key Personnel</p> <p><b>SECTION 3:</b></p> <p>*Research Nature</p> <p>*Sponsored</p> <p>*Review Type</p> <p>*Reactivation</p>	<p><b>Instructions</b></p> <p><b>IRB Protocol</b></p> <p>The <b>Study Title</b>, <b>PI Name</b>, and <b>IRB Contact Name</b> are <b>required</b> for BRAAN to save and file the Protocol in the appropriate place. Please be sure that these three fields are completed before exiting the document.</p> <p><b>Reminders</b></p> <p>Always use BRAAN navigational buttons. Never use your web browser to navigate within BRAAN.</p> <p>Always use the <b>SAVE</b> and <b>CLOSE</b> buttons within BRAAN to exit a document or close a screen. Never use the X on the top of the window to close the screen.</p> <p>Remember to click on the <b>SAVE</b> button before closing and exiting documents or moving to a new</p>

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9. In the section "Other Investigators and Key Personnel", you will see your name with a red flag to the left.

Please click on your name.

### Other Investigators and Key Personnel

List all co-investigators, sub-investigators and any subjects in this study.

**\*Definition of key personnel** (as included in the **Participants in a research team who contribute in development or execution of a project.**

Please use the "Add New" link to add as many k

Click "Add New" below to add key personnel.

[Add New](#)

 [Soefer, Michelle](#) [Delete](#)

10. A new page will open up. 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 [Save](#) then click [Close](#)

(These buttons are located in the upper left hand corner of the screen)

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

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Please use the "Add New" link to add as many key pers

Click "Add New" below to add key personnel.

[Add New](#)

 [Soefer, Michelle](#) [Delete](#)

Click on the [Close](#) button to close main document.

Click on the [Logout](#) button, to log out of BRAAN.

**DO NOT make any other changes!**