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

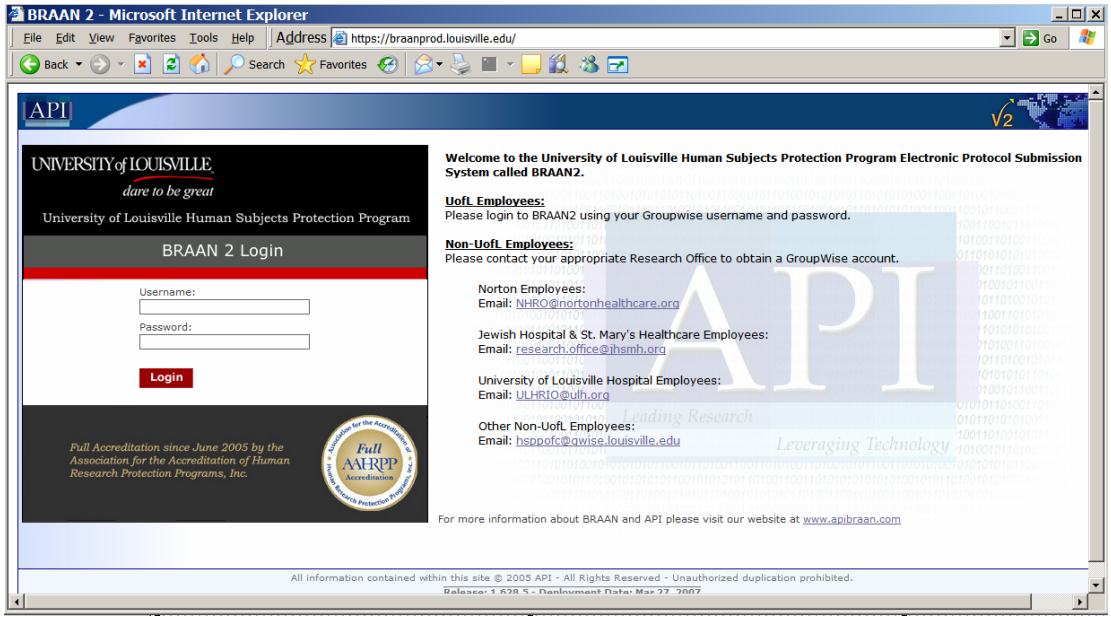
1. Go to the following website https://braanprod.louisville.edu

2. Login to BRAAN2:

Your username is your GroupWise address before the @ sign.

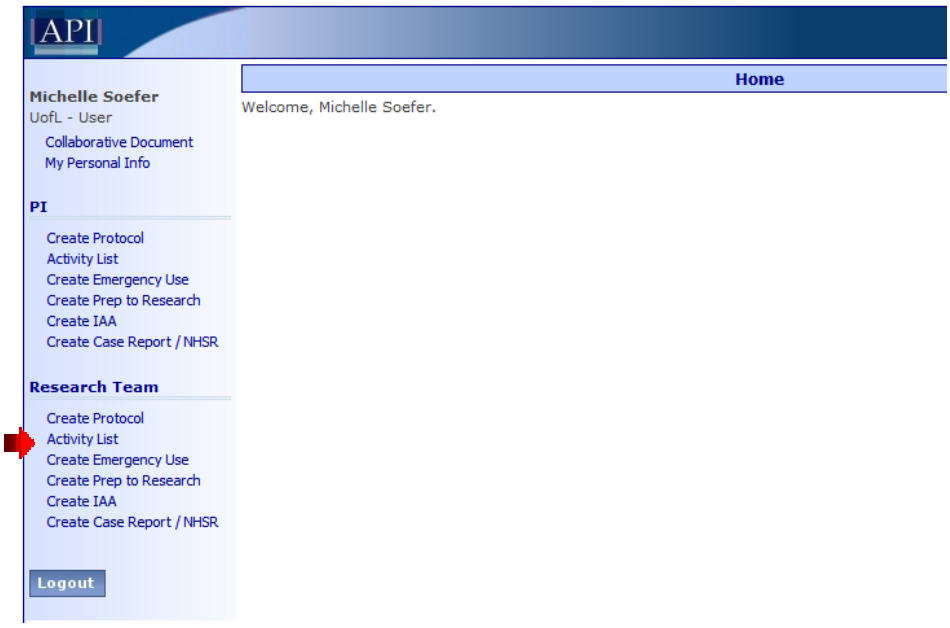
Example:
If your email is mhsoef01@louisville.edu, your username is mhsoef01

Your Password is your GroupWise password.

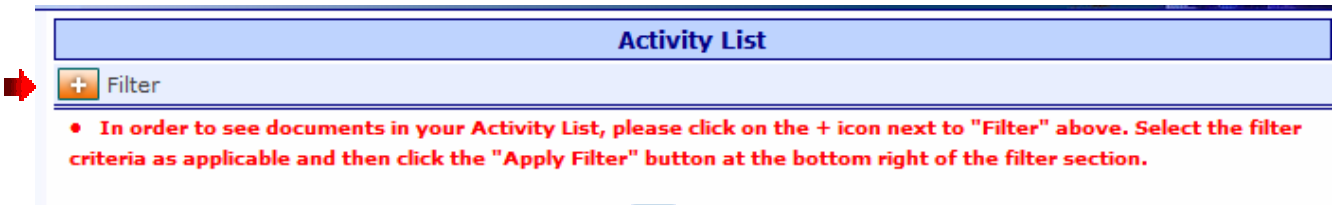


3. BRAAN2 will show you a welcome screen. On the left-hand side of the screen is a list of links. You will see two groups of links, PI and Research Team.

Please click on the **Activity List** in the **Research Team** group.



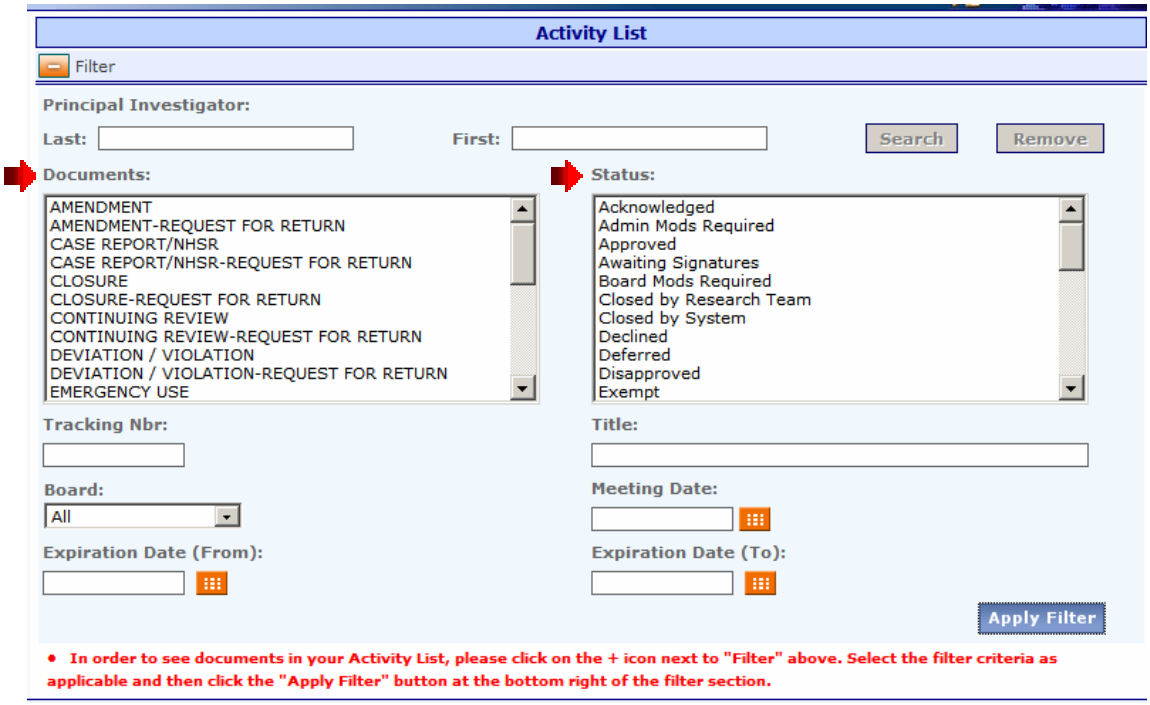
4. If this is your first time using BRAAN2, you will see the following message.



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

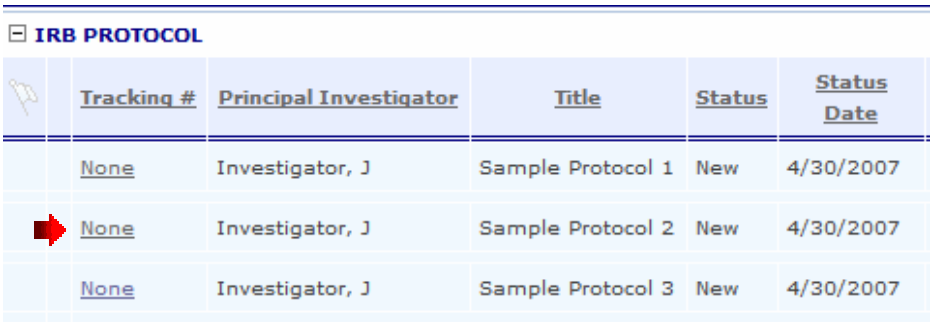
5. A screen will pop up showing you all the filter options available to you. There are two lists in the middle of the screen: Documents and Status.

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



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

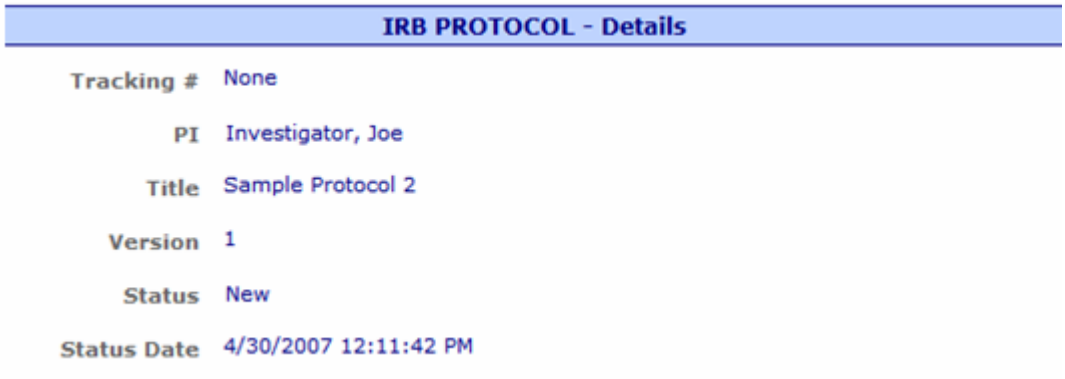
Locate the study you need and click on the None link.



IRB PROTOCOL

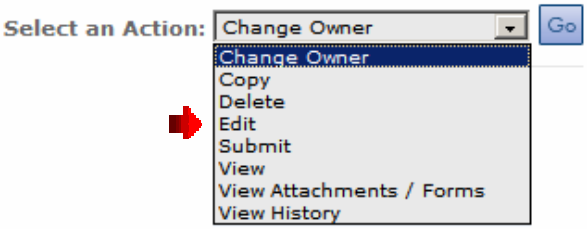
Tracking #	Principal Investigator	Title	Status	Status Date
None	Investigator, J	Sample Protocol 1	New	4/30/2007
None	Investigator, J	Sample Protocol 2	New	4/30/2007
None	Investigator, J	Sample Protocol 3	New	4/30/2007

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

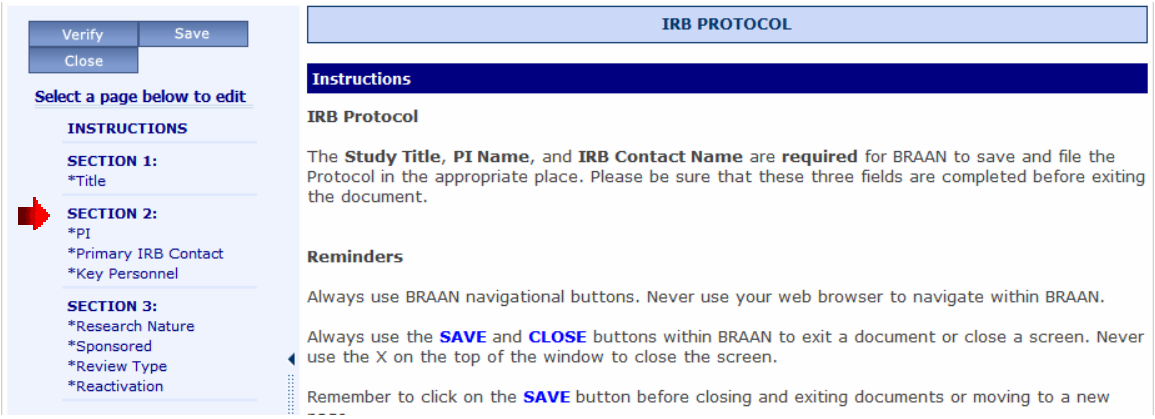


On the bottom right corner of the screen you will see a drop down box called "Select an Action".

- Select Edit
- Press Go



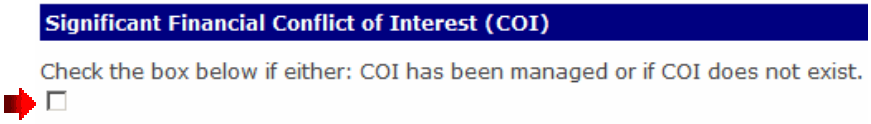
8. The Protocol will be displayed. Please click on Section 2.



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.

10. A new page will open up. Please scroll to the **bottom** of the page where you will see the COI question.



- 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.

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!