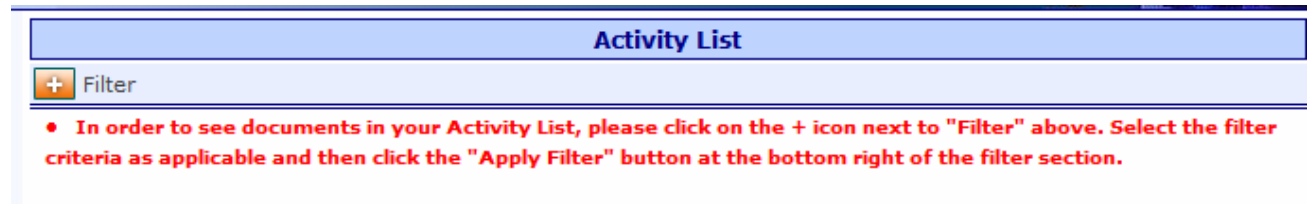


## University of Louisville Human Subjects Protection Program Instructions on Setting the Filter in BRAAN2

If this is your first time using BRAAN2, you will see the following message when you click on your Activity List.



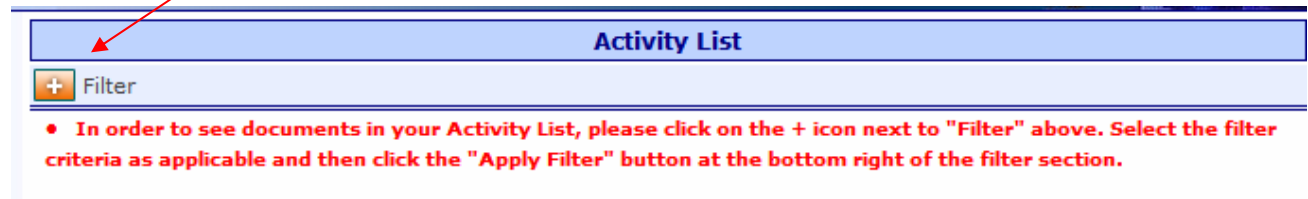
**Activity List**

+ 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 set your filter please do the following:

1. Click on the  sign next to the word filter.

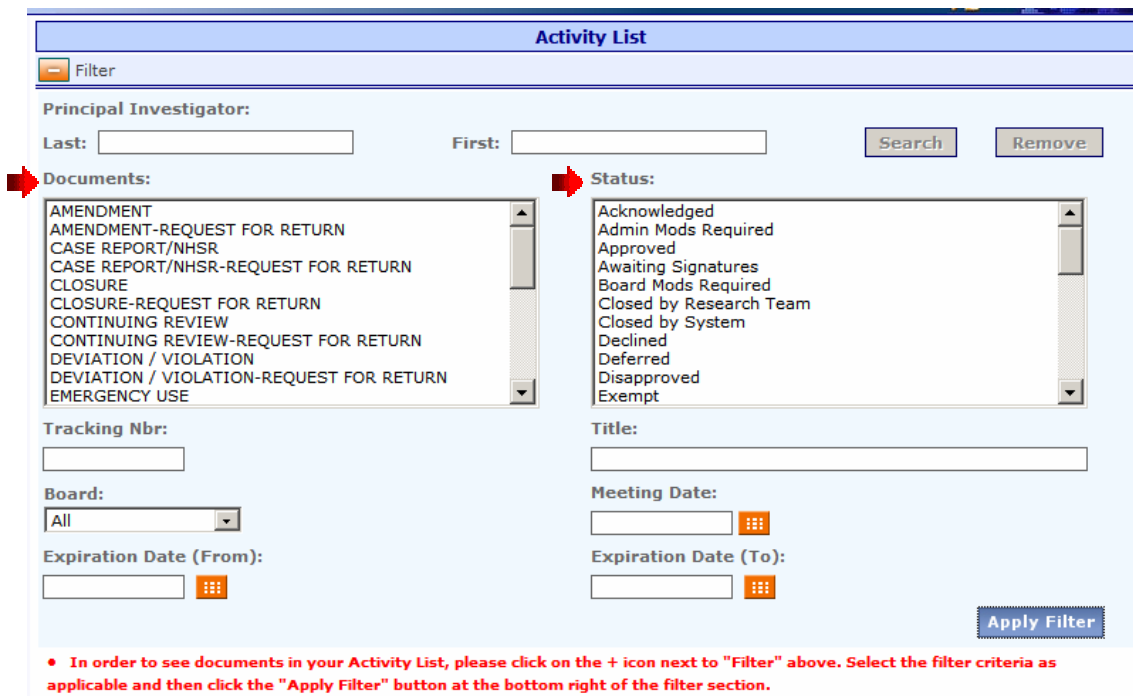


**Activity List**

+ 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.



2. 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.



**Activity List**

- Filter

Principal Investigator:  
Last:  First:


Documents:  Status: 

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


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.

**University of Louisville Human Subjects Protection Program  
Instructions on Setting the Filter in BRAAN2**

3. Please select all of the items in the documents list and all of the items in the status list.

<b>Documents:</b> 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	<b>Status:</b> Acknowledged Admin Mods Required Approved Awaiting Signatures Board Mods Required Closed by Research Team Closed by System Declined Deferred Disapproved Exempt
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4. Make sure all of the boxes circled below are **blank!!**

**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):

Expiration Date (To):

Title:

Meeting Date:

Apply Filter

5. Press **Apply Filter**.

**If you follow these instructions exactly, you will never have to set the filter again and you will always be able to see all of the items in your activity list!**