Human Subjects Protocol Application:  
Subject Population, Study Location, and 
General Checklist

Quick Reference Guide

Navigation Path: http://hs.stanford.edu

Action Steps
1. Open a web browser window.
2. Type http://hs.stanford.edu into the address bar.
3. If this is the first Web Authenticated site you have entered in this browser session, you will be asked to enter your SUNet ID and password. Click Login. Then click the URL http://hs.stanford.edu on the verification screen.

   You are now on the Protocol Home page

4. In the table labeled Protocol Events, click on the Protocol ID number to access the protocol you wish to continue editing. The protocol must have “Yet to Submit” as the status to continue editing.

   The Protocol Application Form popup window appears.

5. The first page of the Protocol application form is the Personnel Info. Make any changes you require. Proceed to the next page of the form by using the forward arrow (located at the top and bottom of the page) - or selecting Subject Population from the menu on the left hand side of the form.

   Note: The Subject Population, Study Location, and General Checklist pages must be completed prior to starting any other segments of the form. The responses from these sections drive what you are required to fill out in later sections of the protocol application.

6. Answer each question with Yes or No by clicking the appropriate radio button in the left hand column. (Alternately, you may click the first radio button, then use the Tab key to move to the next question and the left and right arrow keys to select Yes or No.)

7. Proceed to the next page of the form by using the forward arrow (located at the top and bottom of the page) - or selecting Study Location from the menu on the left hand side of the form.

8. Select all locations that apply by checking the box in the left hand column. (Alternately, you may select the first check box with your mouse, then use your Tab key to highlight the next appropriate location an press the space bar to select that check box.)

9. Proceed to the next page of the form by using the forward arrow (located at the top and bottom of the page) - or selecting General Checklist from the menu on the left hand side of the form.

10. Answer each question with Yes or No by selecting the appropriate radio button in the left hand column.

   The remaining pieces of the Protocol Application Form may be answered in any order you prefer. For specific information on the Protocol Information pages or other Tips and Tricks, see the associated job aids.