Human Subjects Protocol Application: Create a New Protocol

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.
4. Click the red Create Protocol button in the upper right corner of the screen.

The next ten steps will complete the initial setup required to create a new protocol.

5. Enter the Protocol Title. Click the Next button.
6. Every protocol must have a Protocol Director and an Admin Contact. This may be the same individual. To enter the Protocol Director, click on the binocular icon - to search for the Protocol Director by name or SUNet ID.
7. In the popup box, enter either the SUNet ID or the first and last name of the Protocol Director. Click the Find button.
8. Select the Protocol Director from the list of possible matches by clicking the radio button next to the User ID. Then click the OK button.
9. The contact information for the Protocol Director will automatically fill in. Make any necessary adjustments to the information by clicking in the appropriate field and replacing the existing information.
10. Specify whether the Protocol Director has completed the required Human Subjects Tutorial by clicking the appropriate radio button.

Note: Every protocol must have at least a Protocol Director and an Admin Contact. This can be the same person, but must be entered in both places.

11. Repeat steps 6-10 for the Admin Contact, the Co-Protocol Director, and the Other Contact as needed.

12. Scroll to the top of the screen and click the Next button.

13. On the Decision screen, select the appropriate radio buttons for each question or statement in the order they are displayed. Selecting one answer for a question may limit your choices for other questions on this page.

14. Click the Create button to save this protocol information.

The Protocol Application Form popup window appears. Your protocol is now created and saved. You may log out of the system at any time and all of your work will be saved. To proceed, go to Step 5 of the Job Aid entitled “Subject Population, Study Location, and General Checklist.”