

Kuali Protocols - IRB User Guide

The Kuali Research module streamlines the development of protocols and facilitates best practices in protocol management throughout the research lifecycle. Kuali facilitates fast, clear, and specific communication between the IRB, researchers, and the Human Research Protection Office, to ensure efficiency and compliance. Kuali is designed to be intuitive – the simple interface design should allow researchers to quickly create and manage protocols. Some key features of the Kuali system include:

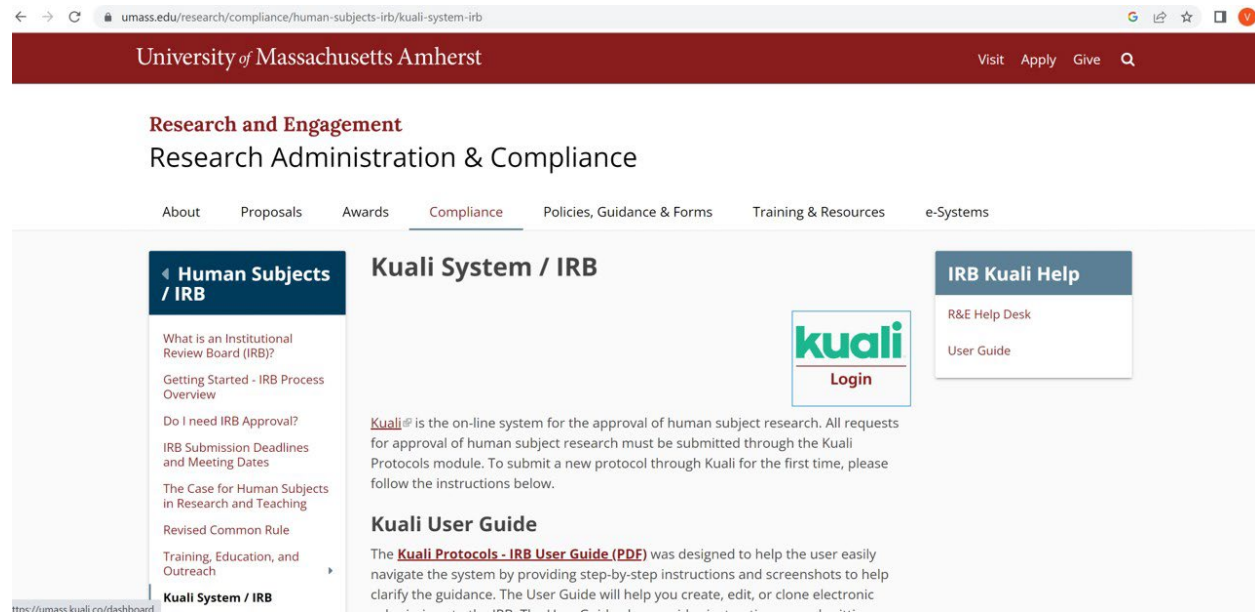
- **Auto saving** of your progress – no need to click “Save” since the system autosaves every few seconds
- **Drag and drop** functionality – when file uploads are required, researchers have the option of dragging and dropping files or navigating to their location on their computers
- **Built-in logic** (smart form) – the protocol adapts depending on your answers to some questions; for example, if your study uses HIPAA data, additional HIPAA-relevant questions are triggered
- **One form** for Exempt, Expedited, and Full Board studies
- **Attachment** of requested documents in their relevant sections
- **Targeted IRB comments** in their specific sections identifying issues in that section
- **Integration with other systems** – no need for an IRB-specific login account; use your Net ID and password for integration with the human subjects training CITI records, integration with the grants and proposal management Kuali modules, and future integration with conflict of interest Kuali module
- **Submit Amend/Renew actions** at the same time (rather than having to submit them as separate actions)
- **Newly revised Reportable Events section** (Unanticipated Problems, Serious Adverse Events, Incidental Findings)

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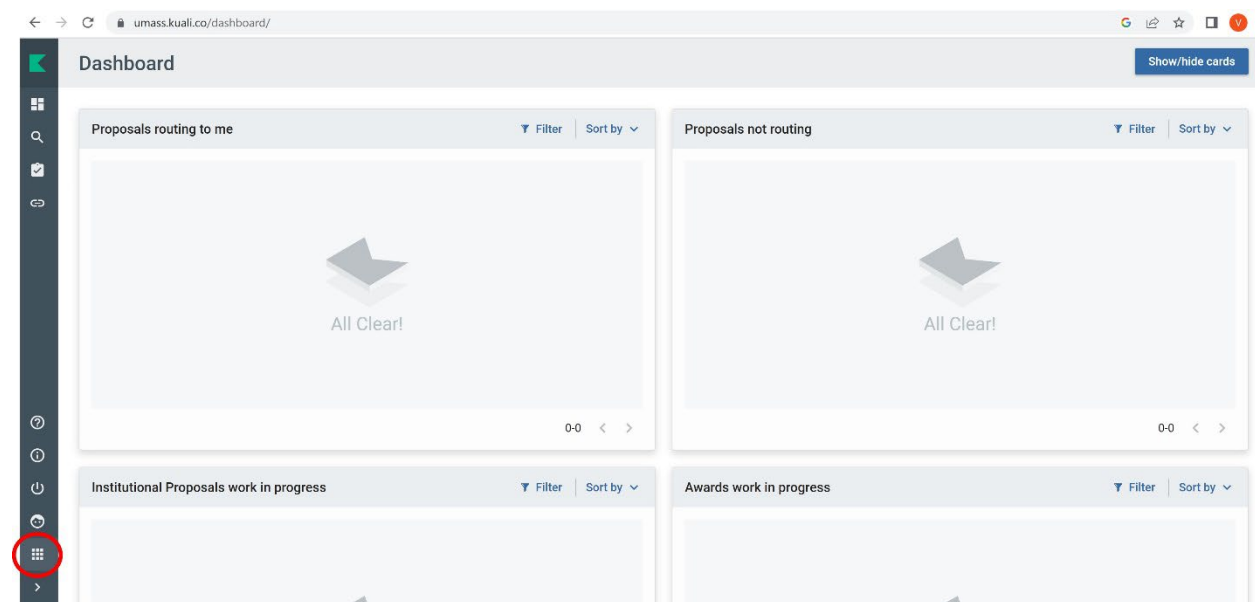
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Creating a New IRB Protocol

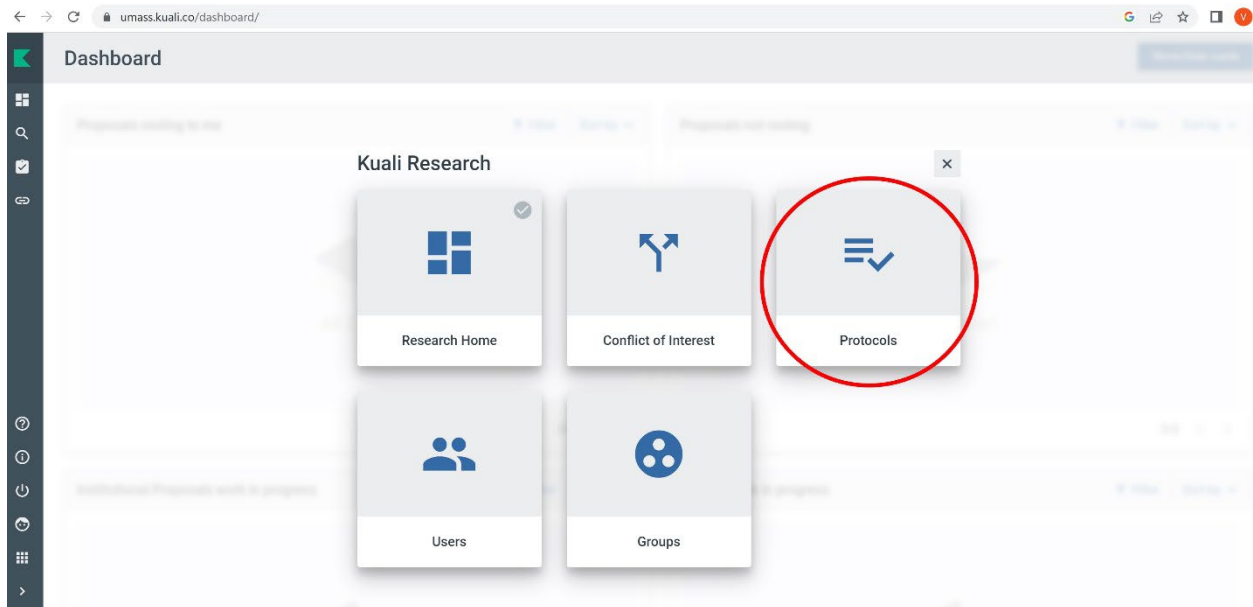
1. Log into [Kuali](http://www.umass.edu/research/kuali) (www.umass.edu/research/kuali) using your NetID and password.



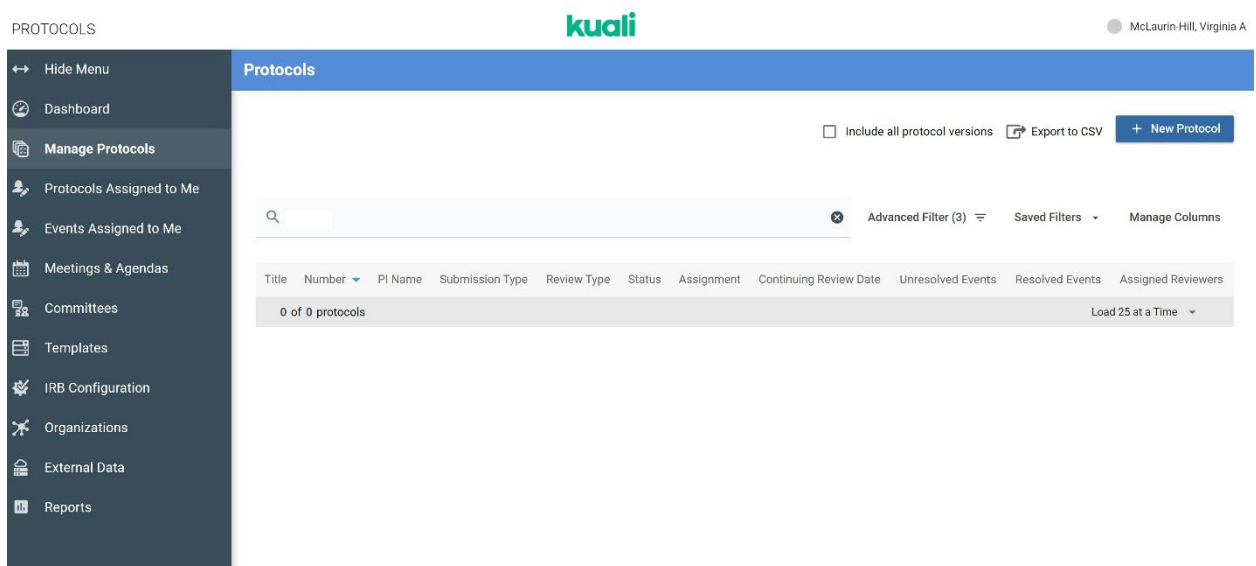
2. Select Switch Apps on the lower left margin.



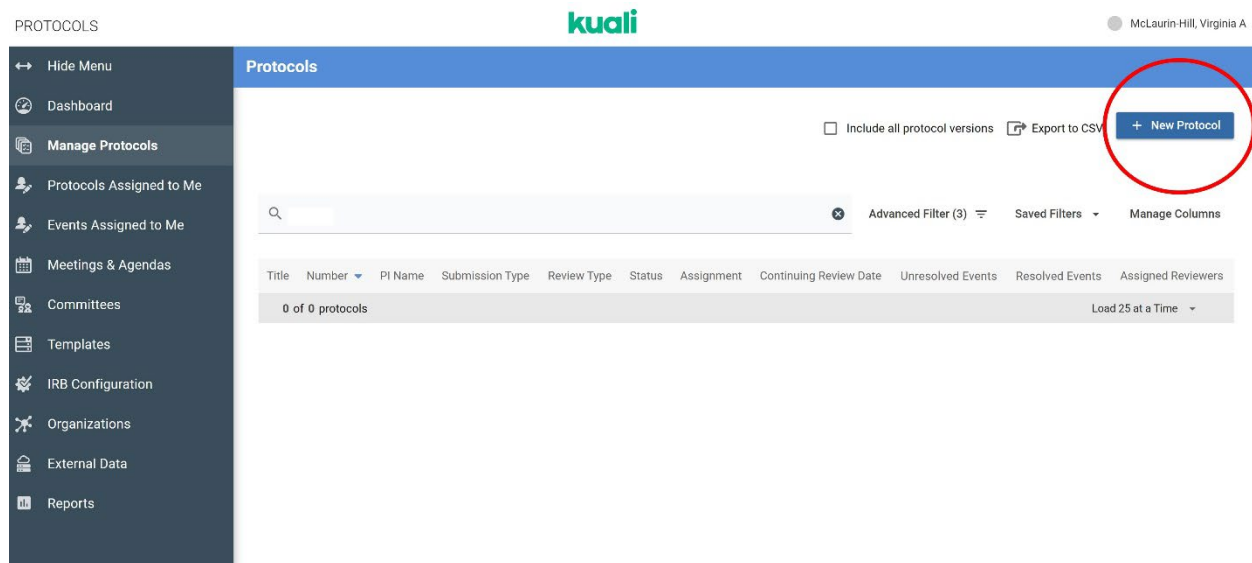
3. Select the tile called Protocols.



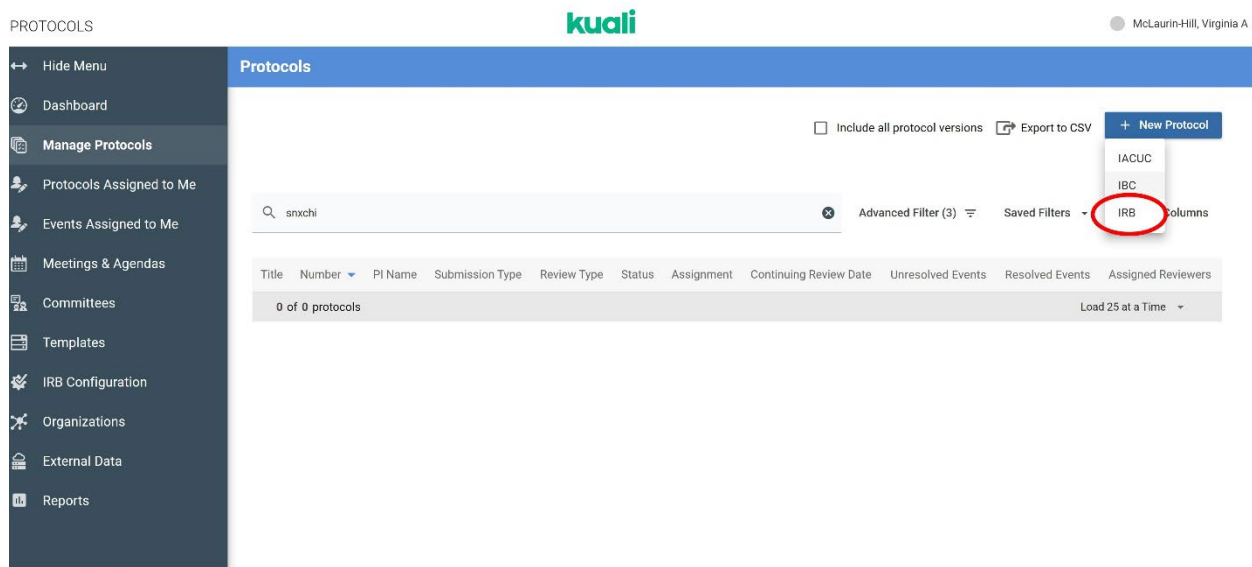
4. You will see a dashboard that looks like this:



5. Note the option on the far right to create a new protocol, click the **+New Protocol** button:



6. Clicking on the **+New Protocol** button will trigger a small pop-up, click on the IRB option.



7. Enter the name of the Principal Investigator/Protocol Director. This is the researcher (undergraduates and graduate students should enter their own name for their research projects). As you type in your name, it will automatically populate, and when you select your name from the drop-down box, the department (Lead Unit) will automatically fill in as well. Then, enter the Title of the protocol. This title will not have to be the one you use for future publications; ideally, it is descriptive enough so that you can quickly identify what protocol it refers to if you have several in the Kuali system at once.

PROTOCOLS

kuali

McLaurin-Hill, Virginia A

IRB - General Information

Please Note: Personnel listed with Full Access can edit the Protocol, but only the listed Principal Investigator has access to perform the initial Submit action of the Protocol.

Principal Investigator *

McLaurin-Hill, Virginia A
vmclauri@umass.edu

Department *

Protocol Title *

Cancel

Next

8. After entering the required information, click on Next.

PROTOCOLS

kuali

McLaurin-Hill, Virginia A

IRB - General Information

Please Note: Personnel listed with Full Access can edit the Protocol, but only the listed Principal Investigator has access to perform the initial Submit action of the Protocol.

Principal Investigator *

McLaurin-Hill, Virginia A

Department *

Dept: Research Compliance

Protocol Title *

Sample Protocol

Cancel

Next

9. The Kuali system will then proceed to ask a couple of administrative questions. When you see the question “Are you seeking to determine whether or not your project requires IRB review?” please select “no” if you know that you will be filling out a full protocol, and “yes” if you are unsure if your project will require a full protocol; this will start a determination request to our office. See page 41 of this guide for more information on submitting a determination request.

PROTOCOLS

kuali

McLaurin-Hill, Virginia A

← Hide Menu

← Back Manage Protocols → IRB: #4671 Sample Protocol

→ Next

Please indicate the type of research being performed in this protocol (Note: Human Research Protection Office reviews the submission type of each protocol and will notify you if the selection needs to be changed.) *

☐ Biomedical (Select if your study involves blood draws, biopsies, collection or use of human biospecimens (saliva, milk, urine, feces, hair, nails etc.), iDXA, MRI, CT scans, X-rays etc.)

☒ Social Behavioral (Select if you are administering surveys/questionnaires, conducting interviews/focus groups, conducting direct participant observation etc.)

Is this a Community-Engaged project [Community Based Participatory Research, CBPR] [The project involves a community partnership that is mutually beneficial, with both parties participating in the creation or exchange of knowledge and resources in a reciprocal fashion] *

☐ Yes

☒ No

Are you seeking to determine whether or not your project requires IRB review? *

☐ Yes

☒ No

10. After answering the questions on the previous screen, you will be taken to a single scrollable page that contains the entirety of the protocol. On the left-hand side of the screen you will see a sidebar listing all the sections of the protocol. No matter what section of the protocol you are in, you can use this sidebar to quickly navigate to another section.

Jump To:

[General Information](#)
[Study Personnel](#)
[General Questionnaire](#)
[Protocol Details](#)
[Study Details](#)
[Attachments](#)
[Researcher Comments](#)

sidebar navigation

General Information

Please Note: Personnel listed with Full Access can edit the Protocol, but only the listed Principal Investigator has access to perform the initial Submit action of the Protocol.

Principal Investigator *

McLaurin-Hill, Virginia A

Department *

Dept: Research Compliance

Protocol Title *

Sample Protocol

Study Personnel

2 REQUIRED REMAINING

Is the PI a student? *

☐ Yes[Admin Notes & Files](#)[Abandon](#)[Submit](#)[Print](#)

scrolling

Adding Study Personnel, Locations, and Funding

1. If you need to include additional personnel, scroll down and click on the **+Add Line** button in the Study Personnel section. If the personnel you're adding are not affiliated with UMass Amherst, click on the **+Add Line** button under the Non UMass Collaborators section.

Adding UMass Personnel:

PROTOCOLS **kuali** McLaurin-Hill, Virginia A

← Back Manage Protocols → IRB: #4671 Sample Protocol

Protocol Activity Log Ancillary Review Permissions

Jump to:

- General Information
- Study Personnel**
- General Questionnaire
- Protocol Details
- Study Details
- Attachments
- Researcher Comments

Study Personnel
1 REQUIRED REMAINING

Is the PI a student? *

☐ Yes

☒ No

People *

Download All Columns **+ Add Line**

	PERSON	HOME UNIT	RESEARCHER ROLE	CONTACT ROLES
	McLaurin-Hill, Virginia A	Dept: Research Compliance	Protocol Director	Administrative Contact

General Questionnaire

Please indicate the type of research being performed in this protocol (Note: Human Research Protection Office reviews the submission type of each protocol and will notify you if the selection needs to be changed.) *

Admin Notes & Files

- Abandon
- Submit
- Print

Adding Non-UMass Personnel:

PROTOCOLS **kuali** McLaurin-Hill, Virginia A

← Back Manage Protocols → IRB: #4671 Sample Protocol

Protocol Activity Log Participating Sites Ancillary Review Permissions

Jump to:

- General Information
- Study Personnel
- General Questionnaire
- Protocol Details**
- Study Details
- Attachments
- Researcher Comments

Protocol Details
1 REQUIRED REMAINING

Will other institutions be involved in the study? *

☒ Yes, UMASS will serve as the reviewing IRB for other institutions participating on this study

☐ Yes, another institution will be reviewing the work UMASS is performing on this study

☐ No, UMASS is the only institution participating on this study

If you are collaborating with more than one institutions to carry out the research, please provide the name of each institution separately (including subcontractors and subrecipients) and describe the type of involvement of each institution (e.g., recruitment, enrollment/consenting, study procedures, follow-up, data analysis, etc.).

Non UMASS Collaborators

Download All Columns **+ Add Line**

	NAME	PHONE NUMBER	EMAIL	COLLABORATING INSTITUTION
--	------	--------------	-------	---------------------------

+ Add Info

Study Locations
List all locations where study activities will take place.

Admin Notes & Files

- Abandon
- Submit
- Print

2. Be sure to fill out the red sections in this pop-up box - these are required and without them, the protocol will malfunction when you hit “submit.” You can also assign protocol permission-level for that particular individual.

PROTOCOLS

Manage Protocols → IRB: #46

Study Personnel

1 REQUIRED REMAINING

Is the PI a student?

☐ Yes

☒ No

People *

Person

Required Field

Home Unit

Email Address

Click Here to Enter Text

Phone

Click Here to Enter Text

Title

Scroll for more

Cancel Done

PROTOCOLS

Manage Protocols → IRB: #46

Study Personnel

1 REQUIRED REMAINING

Is the PI a student?

☐ Yes

☒ No

People *

Researcher Role

+ Add

At least one role is required

Contact Roles

+ Add

At least one role is required

Training Status

Select a user to load training courses

Permissions

☐ Full Access

☐ Read-Only

Scroll for more

Cancel Done

3. Next, please enter all study locations by clicking the **+Add Line** button. Note that for online studies, there is an “online” location option, and general geographical areas can also be noted.

← Back Manage Protocols → IRB: #4671 Sample Protocol

Protocol Activity Log Participating Sites Ancillary Review Permissions

Jump to:

- General Information
- Study Personnel
- General Questionnaire
- Protocol Details
- Study Details
- Attachments
- Researcher Comments

Protocol Details
1 REQUIRED REMAINING

Study Locations
List all locations where study activities will take place.

click either of these to add location

+ Add Info Columns + Add Line

STUDY LOCATION	COUNTRY	STATE	CITY/TOWN
+ Add Info			

If applicable, please attach grant application, contract or subcontract in the Attachments Section. Additionally, if the funding situation changes, please submit a Revision to update this section. *

☐ None
☐ External Funding
☐ Internal Funding

Save complete

Admin Notes & Files
Abandon
Submit
Print

If your study is supported by a grant or any funding, please select the appropriate box and answer the prompts that appear. For example, clicking on External Funding will trigger two follow-up statements and either an Institutional Proposal Lookup (see the example highlighted in yellow below) or an Award Lookup. For a detailed guide on adding funding, see Page 17 of this user guide.

← Back Manage Protocols → IRB: #4671 Sample Protocol

Protocol Activity Log Participating Sites Ancillary Review Permissions

Jump to:

- General Information
- Study Personnel
- General Questionnaire
- Protocol Details
- Study Details
- Attachments
- Researcher Comments

Protocol Details

If applicable, please attach grant application, contract or subcontract in the Attachments Section. Additionally, if the funding situation changes, please submit a Revision to update this section. *

☐ None
☒ External Funding
☐ Internal Funding

select the appropriate funding

If your grant is pending please search for and copy and paste your Institutional Proposal Number to link below.
If your grant is funded please search for and copy and paste your Award ID to link below.

Enter a funding source number

Find and add

☒ Award ☐ Institutional Proposal ☐ Proposal Development

Study Details

Admin Notes & Files
Abandon
Submit
Print

Body of the Protocol: Tips and Suggestions

1. Under Study Details, in the Background section, please provide scholarly sources that provide a context and background for the research being conducted - these may be sources on the topic, the methodology, etc.
2. In Recruitment and Screening, note that we will want to see samples of any outreach materials, whether they are flyers posted around campus, online jpeg flyers, emails, Prolific/MTurk “HIT” descriptions, verbal scripts, etc. There is a section where you can upload documents such as flyers or documents related to your recruitment. Clicking on either **+Add Info** or **+Add Line** will cause the Recruitment Attachments section to expand. You can drag the recruitment file directly onto this section or bring up a navigation window and search for the file on your computer. You can add as many recruitment attachments as necessary by repeating the process. (Note that other sections of the protocol will also have this built-in logic. Depending on your answer to a specific question, a follow-up question or pop-up may be triggered.)

PROTOCOLS **kuali** McLaurin-Hill, Virginia A

← Back Manage Protocols → IRB: #4671 Sample Protocol

Protocol Activity Log Participating Sites Ancillary Review Permissions

Jump to:

- General Information
- Study Personnel
- General Questionnaire
- Protocol Details
- Study Details
- Attachments
- Researcher Comments

Study Details

33 REQUIRED REMAINING

Recruitment

Please describe your procedures for recruiting subjects, including how potential subjects will be identified and contacted for recruitment. (If not applicable, please type "N/A" in the text box).

Please remember to attach all recruitment materials (e.g., flyers, recruitment letters/emails, phone scripts, etc.)

Click Here to Enter Text

NOTE: To protect the integrity and usability of the data, researchers may not contact potential participants before IRB approval.

Recruitment Attachments

ATTACHMENT

+ Add Info

Download All Columns + Add Line

click either of these to upload recruitment pics, docs, etc

Admin Notes & Files

- Abandon
- Submit
- Print

3. If you are screening participants, note that screeners are generally not meant to ask for personal or identifiable information, and should contain only questions that determine if a person could potentially participate in the research.

4. Under Compensation, include in this section any proration that takes place, as well as anything that would result in failure to be compensated (such as failing “attention check” questions in surveys).

5. Under Benefits, note that for the majority of projects, there is likely no direct benefit to participants that can be guaranteed. Most projects will state this and then list any potential benefits.

6. In the Confidentiality section, note that OneDrive is the preferred method of storing information, and be aware that audio and video, phone numbers, and emails do count as identifiable data.

7. In the Informed Consent section, please hit **+Add Line** or **+Add Info**.

PROTOCOLS **kuali** McLaurin-Hill, Virginia A

← Back Manage Protocols → IRB: #4671 Sample Protocol

Protocol Activity Log Participating Sites Ancillary Review Permissions

Jump to:

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- Study Personnel
- General Questionnaire
- Protocol Details
- Study Details
- Attachments
- Researcher Comments

Study Details
33 REQUIRED REMAINING

Informed Consent

Click **+Add Line** to provide the necessary consent documents and information regarding participants consent. Answer the questions for each consent document. (Consent templates are available here)

NOTE: Multiple consents/waivers may be added, but they must be uploaded one at a time.
(Federal regulations require that informed consent be obtained from individuals prior to their participation in research unless the IRB grants a waiver of consent.)

click on either to upload your informed consent document

+ Add Line

+ Add Info

CONSENT WAIVER

Attachments

Attachments
Please attach any additional study-related documents.

Admin Notes & Files

- Abandon
- Submit
- Print

A pop-up box will emerge. There will be questions about how you will get consent. The answer to the first question, “Are you requesting a waiver of consent?” will likely be no. For the second question, “Are you requesting a waiver of documentation of consent?”, select “yes” if you are doing an online form where participants click ‘I agree/I don’t agree’ or any consent process where there is no signature. Select “no” if participants will sign a consent form either in person or online (such as by typing their name).

The screenshot shows the Kuali IRB system interface. A pop-up box titled "Add" is open, displaying the following questions and options:

- Are you requesting a waiver of consent? (Consent will not be sought, example: only conducting analysis of identifiable data or identifiable biospecimens) *
 - ☐ Yes
 - ☒ No
- Are you requesting a waiver of documentation of consent? (Consent will be obtained, but participants will not be asked to provide signatures on the consent document. For example, in an online study). *
 - ☐ Yes
 - ☐ No
- How is consent being obtained (i.e., verbal, written, online, implied)? *

Click Here to Enter Text
- Please list the name(s) of study personnel who will obtain consent.

Click Here to Enter Text

At the bottom of the pop-up box are "Cancel" and "Done" buttons.

Then, upload the consent form within this pop-up box. If you have multiple consent forms for different aspects of your study, you can add additional lines. If you have indicated that children are in your study, additional sections will populate for parental permission forms and for assent forms. Templates for all of these forms can be found [here](#).

The screenshot shows the Kuali IRB system interface. A pop-up box titled "Add" is open, displaying the following sections and options:

- Please list the name(s) of study personnel who will obtain consent.
 - Columns
 - + Add Line
 - PERSONNEL
 - + Add Info
- What steps are you taking to determine that potential subjects are competent to participate in the decision-making process? *

Click Here to Enter Text
- Attach Informed Consent Document *

Drag/Drop or + Choose

At the bottom of the pop-up box are "Cancel" and "Done" buttons.

8. The Attachments section at the bottom of the protocol is where you can upload additional documents related to what your participants will be doing. These may be sample interview questions, the survey you are administering, an outline of the physical activity participants will be doing, etc.

9. Answer all relevant aspects of the protocol and upload documents such as recruitment materials, consent forms, grant write-ups, letters of support, etc. The last section of the protocol is the Researcher Comments, in this section the researcher can provide comments to the IRB reviewer that may provide context, special instructions, or circumstances that have not been captured in the body of the protocol.

Submitting a Protocol

1. Once you're ready to submit the protocol, clicking the Submit button will let you know whether any required fields have been left unanswered (for example, see the red rectangle messages below).

PROTOCOLS **kuali** McLaurin-Hill, Virginia A

← Back Manage Protocols → IRB: #4671 Sample Protocol

Protocol Activity Log Participating Sites Ancillary Review Permissions

Jump to:

- General Information
- Study Personnel
- General Questionnaire
- Protocol Details
- Study Details
- Attachments
- Researcher Comments

Study Details
33 REQUIRED REMA

Incomplete
35 fields have validation errors.

data.) *

Click Here to Enter Text

Required

Will identifiable data be collected? *

☐ Yes

☐ No

Required

Will you be collecting audio, video, or digital recordings? *

☐ Yes

☐ No

Required

Admin Notes & Files

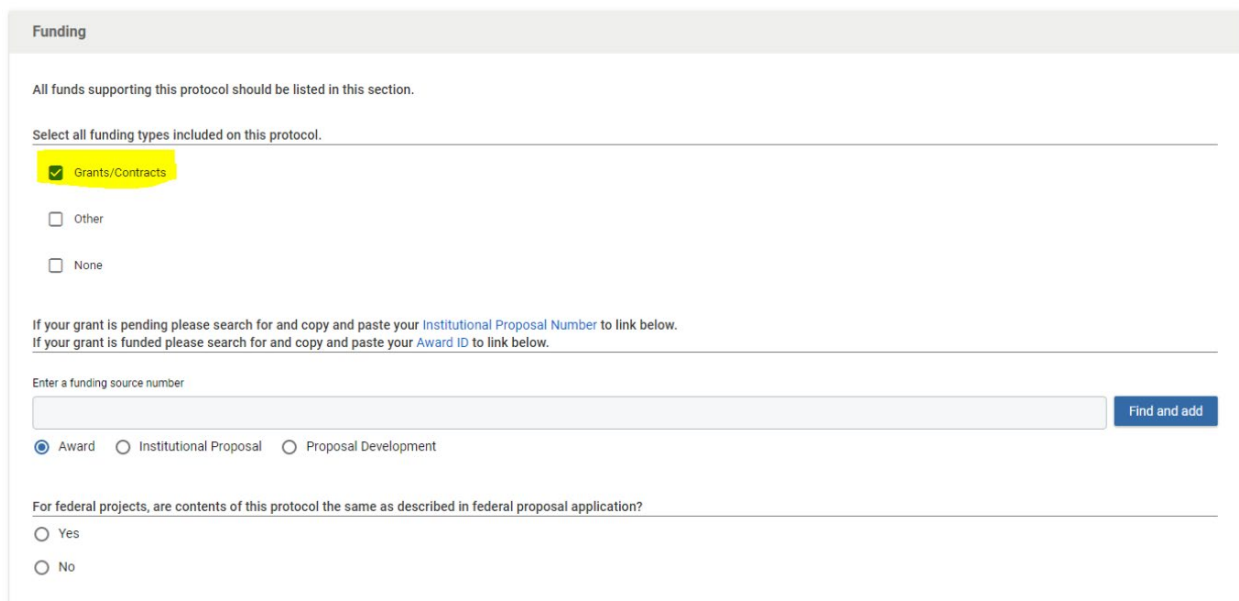
- Abandon
- Submit
- Print

Additionally, scrolling through the protocol, you will see highlighted in red the section(s) in question. Answer all required questions – only then will the system allow you to submit the protocol for review.

How to Add Funding

If your project is being funded by an external source, especially a federal agency, it is important it is reflected in the protocol. By entering the “Institutional Proposal Number” all relevant aspects of your funded protocol should populate and your IRB proposal will be linked to that grant. To find the “Institutional Proposal Number” please follow these instructions:

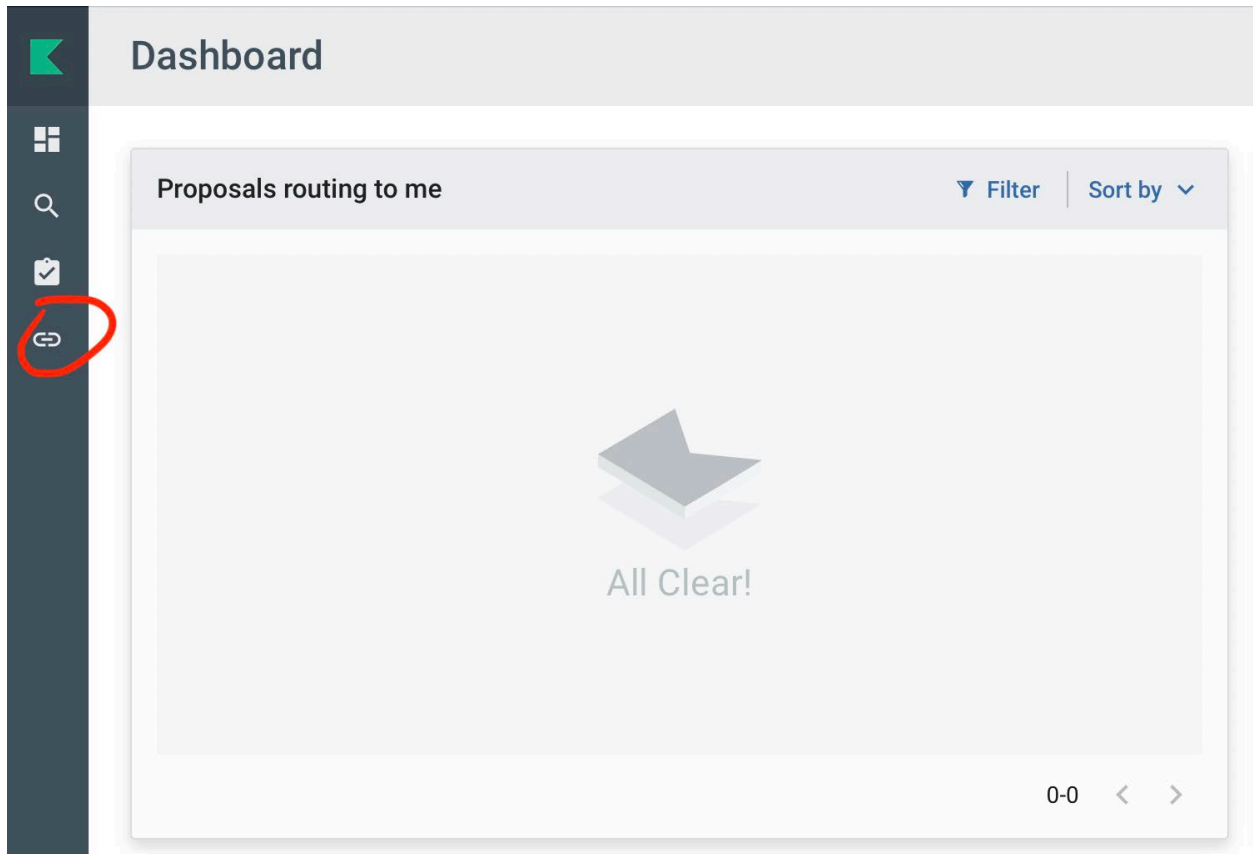
1. Select Grants/Contracts for the “funding type” in the Protocol. This will expand that portion of the Funding section.



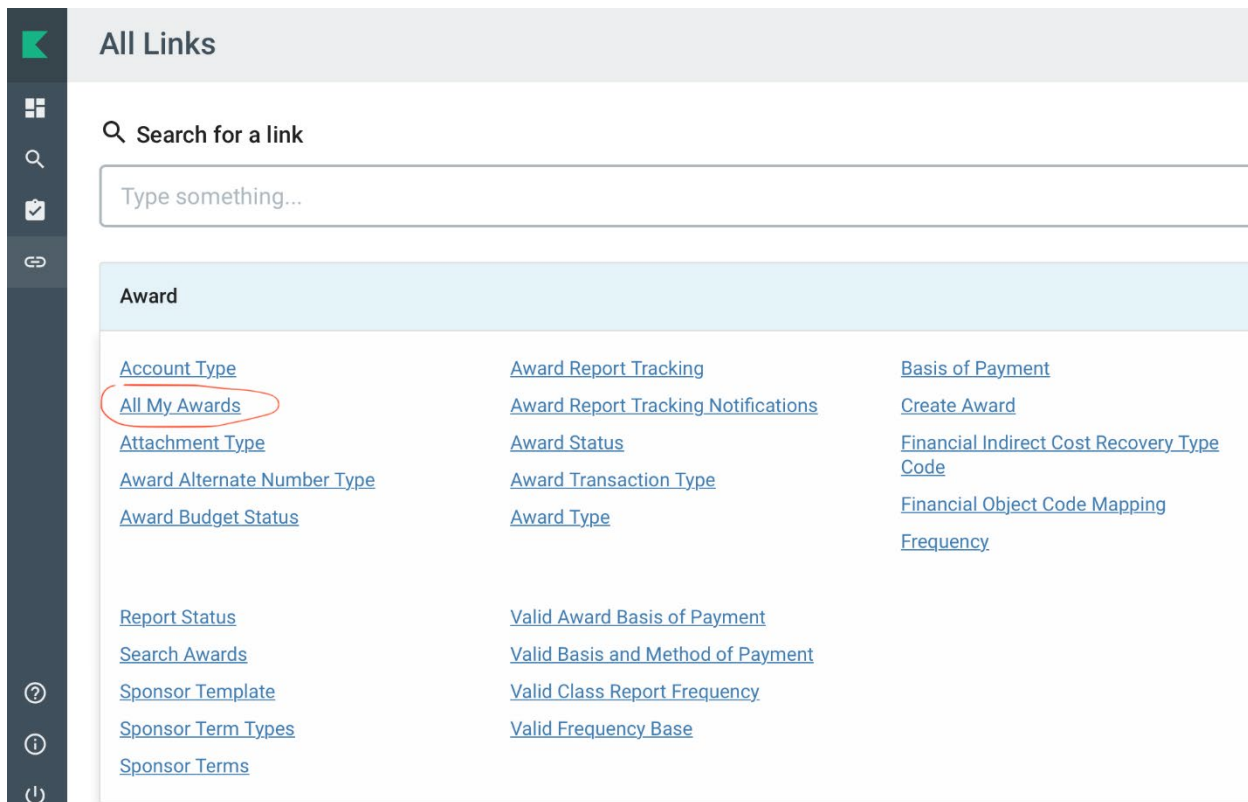
The screenshot shows the 'Funding' section of a form. At the top, it says 'Funding' in a grey header. Below that, a note states: 'All funds supporting this protocol should be listed in this section.' The next instruction is 'Select all funding types included on this protocol.' There are three radio button options: 'Grants/Contracts' (which is selected and highlighted in yellow), 'Other', and 'None'. Below these, a note explains: 'If your grant is pending please search for and copy and paste your Institutional Proposal Number to link below. If your grant is funded please search for and copy and paste your Award ID to link below.' There is a text input field labeled 'Enter a funding source number' and a blue button labeled 'Find and add'. Below the input field are three radio button options: 'Award' (selected), 'Institutional Proposal', and 'Proposal Development'. At the bottom, a question asks: 'For federal projects, are contents of this protocol the same as described in federal proposal application?' with 'Yes' and 'No' radio button options.

You will need to know whether your grant is in a Pre-Award or Post-Award stage. If Pre-Award, you will want to link the Institutional Proposal (submitted proposal, not yet awarded). If PostAward, you will want to link the Award – please follow the steps below for each of these.

2. On the left-hand side of the Kuali Dashboard, you should see some icons. Click on the icon shaped like a paperclip (see below). Clicking on that icon should take you to a page listed “All Links.”



3. From the “All Links” page you should see a heading called “Awards” and a hyperlink below it called “All My Awards.”

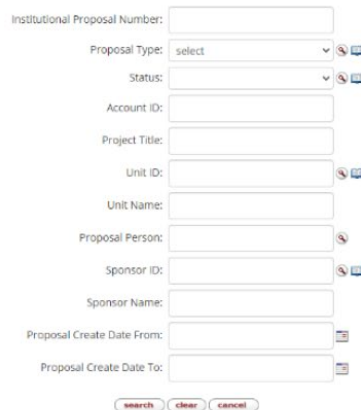


The screenshot shows the 'All Links' page with a sidebar on the left containing icons for home, search, clipboard, and links. The main content area has a heading 'All Links' and a search bar. Below the search bar is a section titled 'Award' which contains a grid of links. The link 'All My Awards' is circled in red.

Award		
Account Type	Award Report Tracking	Basis of Payment
All My Awards	Award Report Tracking Notifications	Create Award
Attachment Type	Award Status	Financial Indirect Cost Recovery Type Code
Award Alternate Number Type	Award Transaction Type	Financial Object Code Mapping
Award Budget Status	Award Type	Frequency
Report Status	Valid Award Basis of Payment	
Search Awards	Valid Basis and Method of Payment	
Sponsor Template	Valid Class Report Frequency	
Sponsor Term Types	Valid Frequency Base	
Sponsor Terms		

For Institutional Proposals

1. You will be brought to the Institutional Proposal Lookup screen.



The screenshot shows a web form for searching institutional proposals. The fields are arranged vertically on the left side of the form:

- Institutional Proposal Number:
- Proposal Type: (dropdown menu)
- Status: (dropdown menu)
- Account ID:
- Project Title:
- Unit ID:
- Unit Name:
- Proposal Person:
- Sponsor ID:
- Sponsor Name:
- Proposal Create Date From:
- Proposal Create Date To:

At the bottom of the form are three buttons: **search**, **clear**, and **cancel**.

You will need to pick one or more criteria to search by. Title or Proposal Person work best.

2. To search by Proposal Person (personnel listed), start by clicking the Magnifying Glass to the right of the Proposal Person field.





This image shows a close-up of the 'Proposal Person' field. It consists of a text input box followed by a yellow magnifying glass icon, which is used to initiate a search.



3. This brings you to the Institutional Proposal Person Lookup. Search for your last name in the Full Name field WITH an asterisk/wildcard character (*) before and after and click Search.

Institutional Proposal Number:

Sequence Number:

Full Name:

Unit Name:  

Unit Number:  

You may see your name listed many times in the search results; this is normal. Click “return value” next to one with your name. This will bring you back to the Institutional Proposal Lookup screen with your full name as Kuali has it listed in the Proposal Person field. Click Search to pull up the list of Institutional Proposals.

4. Kuali Institutional Proposal numbers have the format of 8 numbers, either starting with zeros (migrated from SmartGrant) or 200 (Kuali submitted proposals). This 8 digit number is what you will enter into the Protocol Funding field with Institutional Proposal selected. Click “Find and add” once you enter the number.

Enter a funding source number

☐ Award ☒ Institutional Proposal ☐ Proposal Development

5. You will now see the Institutional Proposal linked in your main protocol.

Enter a funding source number

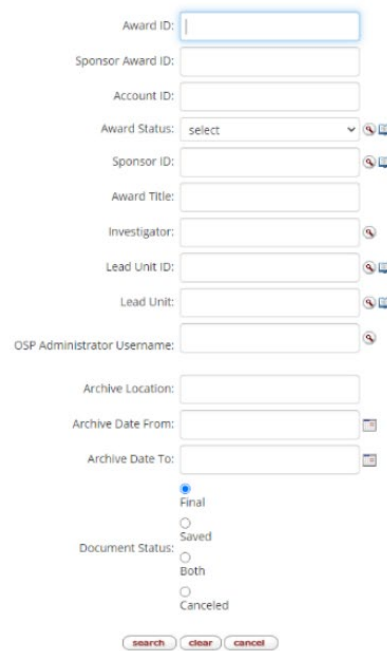
☐ Award ☒ Institutional Proposal ☐ Proposal Development

Note that you can add as many funding sources as you want.

<p>Institutional Proposal #0012</p> <p>Principal Investigator: [redacted]</p> <p>Sponsor: [redacted]</p> <p>Sponsor Type: Foundations</p>	<p>Prime Sponsor: [redacted]</p> <p>Prime Sponsor Type: [redacted]</p>
---	--

For Awards

1. You will be brought to the Award Lookup screen.



A screenshot of the Award Lookup form. It contains the following fields and controls:

- Award ID:
- Sponsor Award ID:
- Account ID:
- Award Status: (dropdown menu)
- Sponsor ID:
- Award Title:
- Investigator:
- Lead Unit ID:
- Lead Unit:
- OSP Administrator Username:
- Archive Location:
- Archive Date From:
- Archive Date To:
- Document Status: ☒ Final, ☐ Saved, ☐ Both, ☐ Canceled
- Buttons: search, clear, cancel



You will need to pick one or more criteria to search by. Title or Investigator work best.

2. To search by Investigator, start by clicking the Magnifying Glass next to the Investigator field.



A screenshot of the Investigator search field. It shows the label "Investigator:" followed by a text input box and a yellow magnifying glass icon.

3. This will bring you to the Person Lookup screen. Start by typing in your first and last names in the appropriate fields WITH an asterisk/wildcard character (*) before and after. Click Search.

KcPerson Id:  

Last Name:

First Name:

User Name:



Email Address:



Office Phone:

☒ Yes

Active: ☐ No



☐ Both

Home Unit:  

Campus Code:  

Click “return value” next to your name in the results. This will insert your full name as Kuali has it into the Investigator field back on the Award Lookup screen

4. Click on the Award Status drop-down field and select “Active.”

Award Status:  

5. Click Search and find the correct Award in the list. Kuali Award numbers have the format of #####-##### (015999-00001) and will either start with 00 (Legacy Awards from SmartGrant) or with 015 (Kuali Awards). This will be the number you will enter into the Protocol Funding field with Award selected. Click “Find and add” once you enter the number.

If your grant is pending please search for and copy and paste your [Institutional Proposal Number](#) to link below.
If your grant is funded please search for and copy and paste your [Award ID](#) to link below.

Enter a funding source number

☒ Award ☐ Institutional Proposal ☐ Proposal Development

6. You will now see the Award linked in your main protocol.

How to Access Your Approval Letter

1. Log in to your Kuali IRB Dashboard and click on the title of the approved protocol for which you want to access the Approval Letter.

The screenshot shows the 'Protocols' page in the Kuali IRB Dashboard. The user is logged in as 'McLaurin-Hill, Virginia A'. The left sidebar contains navigation options: 'Manage Protocols', 'Protocols Assigned to Me', 'Events Assigned to Me', and 'Meetings & Agendas'. The main area displays a table of protocols. The first row, 'Sandbox Sample', is circled in red. It has a Number of 3765, PI Name of McLaurin-Hill, Virginia A, Submission Type of Initial, Review Type of Expedited, Status of Approved, Assignment of UMass Amherst IRB, and Continuing Review Date of July 06, 2024. Below the table, it says '4 of 4 protocols' and 'Load 25 at a Time'.

Title	Number	PI Name	Submission Type	Review Type	Status	Assignment	Continuing Review Date
Sandbox Sample	3765	McLaurin-Hill, Virginia A	Initial	Expedited	Approved	UMass Amherst IRB	July 06, 2024
	2898		Amended	Exempt	Exempt	UMass Amherst IRB	August 22, 2022
	2485		Initial	Exempt	Exempt	UMass Amherst IRB	February 10, 2022
2017-3958: Native Peoples and Digital Media	1062	McLaurin-Hill, Virginia A	Close Request		Closed		

2. Once you've opened the protocol, click on the **Admin Notes & Files** button on the right side of the screen.

The screenshot shows the 'IRB: #3765 Sandbox Sample' protocol details page. The user is logged in as 'McLaurin-Hill, Virginia A'. The page has a top navigation bar with 'Back', 'Manage Protocols', and 'IRB: #3765 Sandbox Sample'. Below this is a sub-navigation bar with 'Protocol', 'Reportable Events', 'Activity Log', and 'Permissions'. The main content area is divided into sections: 'Jump to:' with links for 'General Information', 'Study Personnel', 'General Questionnaire', 'Protocol Details', 'Study Details', 'Attachments', and 'Researcher Comments'; 'Administrative Details' with a link for 'Determinations'; and 'Protocol Information' with a 'Show Less' button. The 'Protocol Information' section contains a table with fields: Review Type (Expedited), Status (Approved), Approval Date (Jul 07, 2023), Continuing Review Date (Jul 06, 2024), Expiration Date (--), Initial Approval Date (Jul 07, 2023), and Initial Review Type (Expedited). On the right side, there is a vertical menu with buttons: 'Amend', 'Renew', 'Renew & Amend', 'Action Items Summary', 'Admin Notes & Files' (circled in red), 'Request Close', and 'Print'. A feedback bar is at the bottom.

Jump to:

- General Information ✓
- Study Personnel ✓
- General Questionnaire ✓
- Protocol Details ✓
- Study Details
- Attachments ✓
- Researcher Comments

Administrative Details

- Determinations

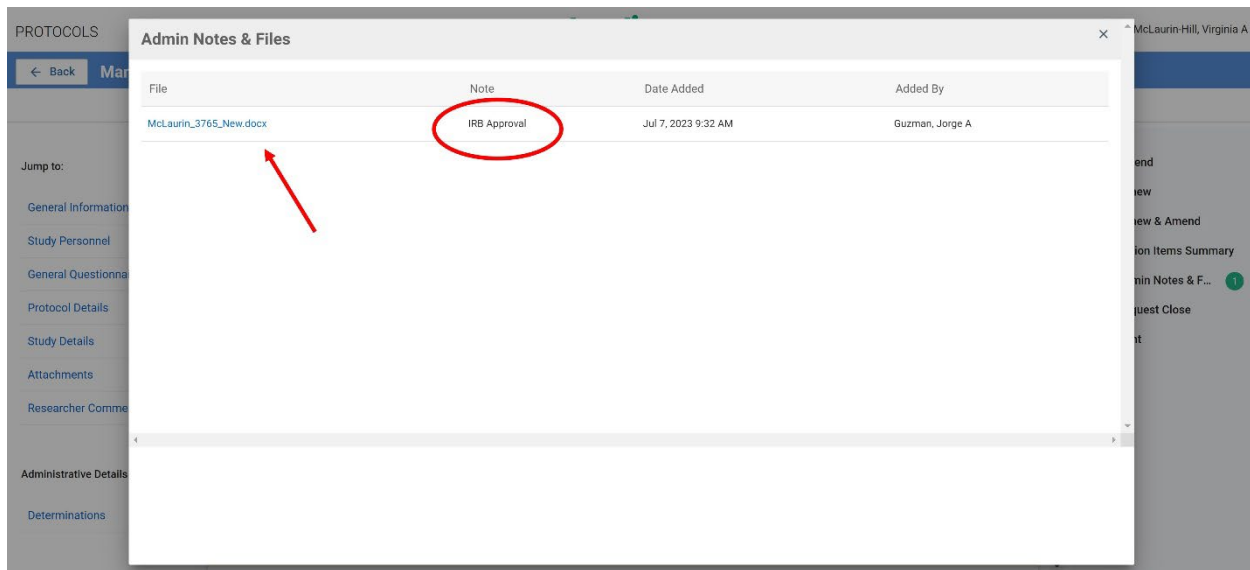
Protocol Information

Review Type	Status	Approval Date	Continuing Review Date
Expedited	Approved	Jul 07, 2023	Jul 06, 2024

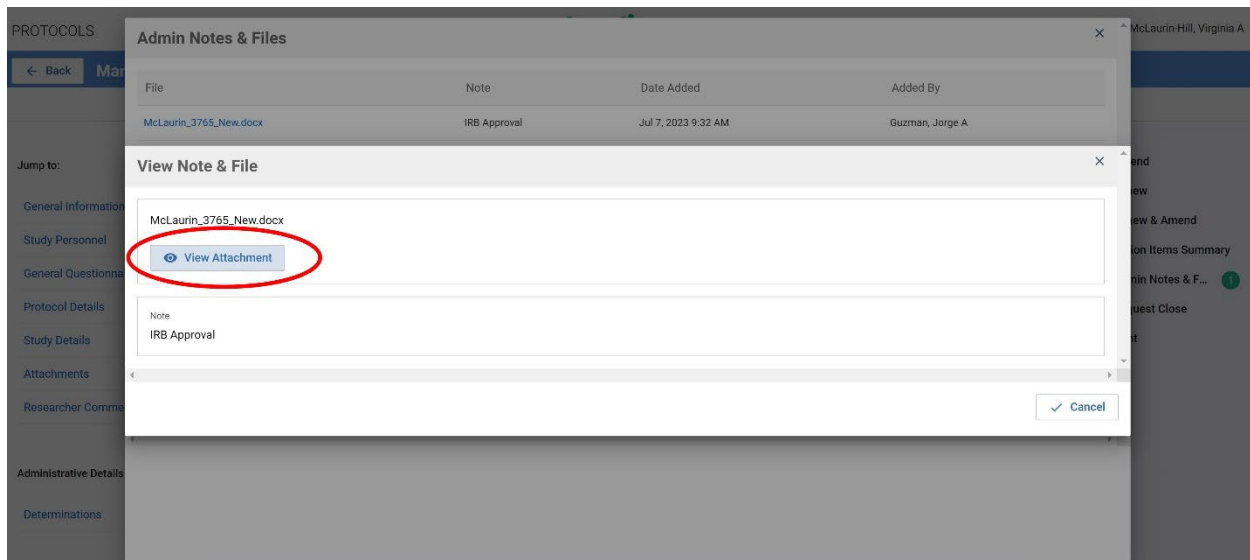
Expiration Date	Initial Approval Date	Initial Review Type
--	Jul 07, 2023	Expedited

Feedback

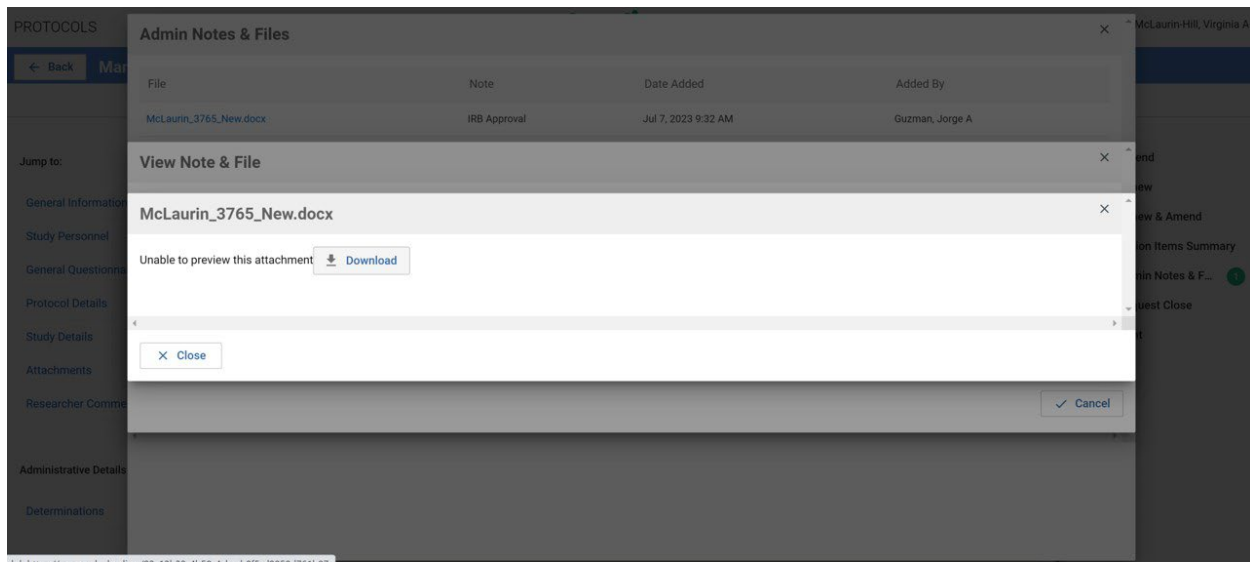
3. Clicking Admin Notes & Files make a pop-up appear which should list documents added by our office such as the Approval Letter, any stamped informed consents (for Expedited or Full Board level studies), any external approval documents, agreements, etc. Find the document with the description IRB Approval Letter (red circle below) and click on the corresponding hyperlink to its left (red arrow below).



4. Another pop-up screen will appear which looks like the following:

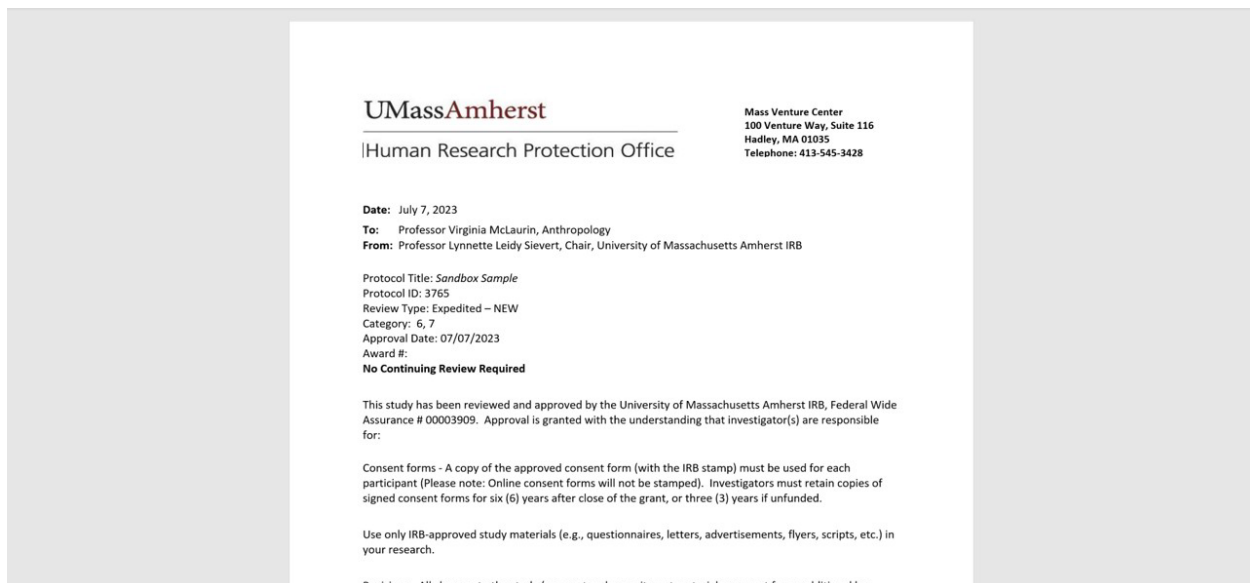


5. Be sure to click the View Attachment button to view your Approval Letter.



6. You may be able to view pdf and jpeg files in the Kuali system. However, for .doc and .docx files, you will be asked to download the files to your computer to view them.

Sample Approval Letter:



How to “Amend,” “Renew,” or “Renew & Amend” Your Protocol

1. After your protocol is approved, any changes you wish to make must be reviewed by the IRB. In certain cases, a Renewal submission to the IRB may be necessary (your Protocol Approval letter will indicate whether a “Renewal” or “Annual Check-In” submission is required). Previously, researchers could only submit an Amendment or a Renewal separately. The Kuali system now allows researchers to submit a combined Renew & Amend request. This feature aims to alleviate administrative burdens for both researchers and the IRB by reducing the number of actions needed to amend and renew a protocol.

2. Log in to your Kuali IRB Dashboard and click on the title of the protocol you want to Amend, Renew, or Renew & Amend.

The screenshot shows the Kuali IRB Dashboard. On the left is a dark sidebar with a 'PROTOCOLS' header and a menu containing 'Hide Menu', 'Manage Protocols', 'Protocols Assigned to Me', 'Events Assigned to Me', and 'Meetings & Agendas'. The main area has a blue header with the 'kuali' logo and the user 'McLaurin-Hill, Virginia A'. Below the header is a 'Protocols' section with a search bar, filters, and a table of protocols. The first row of the table, 'Sandbox Sample', is circled in red. The table has columns for Title, Number, PI Name, Submission Type, Review Type, Status, Assignment, and Continuing Review Date. The bottom of the table shows '4 of 4 protocols' and a 'Load 25 at a Time' dropdown.

Title	Number	PI Name	Submission Type	Review Type	Status	Assignment	Continuing Review Date
Sandbox Sample	3765	McLaurin-Hill, Virginia A	Initial	Expedited	Approved	UMass Amherst IRB	July 06, 2024
	2898		Amended	Exempt	Exempt	UMass Amherst IRB	August 22, 2022
	2485		Initial	Exempt	Exempt	UMass Amherst IRB	February 10, 2022
2017-3958: Native Peoples and Digital Media	1062	McLaurin-Hill, Virginia A	Close Request		Closed		

3. The right sidebar will provide you several options (see red circle below). In this example, we will be selecting Amend, but the other options will work very similarly.

PROTOCOLS McLaurin-Hill, Virginia A

kuali

← Back **Manage Protocols → IRB: #3765 Sandbox Sample**

Protocol | Reportable Events | Activity Log | Permissions

Jump to:

- General Information ✓
- Study Personnel ✓
- General Questionnaire ✓
- Protocol Details ✓
- Study Details
- Attachments ✓
- Researcher Comments

Administrative Details

Determinations

IRB: #3765 Sandbox Sample

Selected Version:
1 | Initial | Approved

Protocol Information Show Less ^

Review Type Expedited	Status Approved	Approval Date Jul 07, 2023	Continuing Review Date Jul 06, 2024
Expiration Date --	Initial Approval Date Jul 07, 2023	Initial Review Type Expedited	

Feedback

- Amend**
- Renew
- Renew & Amend
- Action Items Summary
- Admin Notes & F... 1
- Request Close
- Print

4. Selecting Amend will take you to the Amend form. You will be asked to summarize your proposed changes and justify these requests.

PROTOCOLS McLaurin-Hill, Virginia A

kuali

← Back **Manage Protocols → IRB: #3765 Sandbox Sample**

Protocol | Reportable Events | Activity Log | Permissions

Jump to:

- Amendment**
- General Information ✓
- Study Personnel ✓
- General Questionnaire ✓
- Protocol Details ✓
- Study Details
- Attachments ✓
- Researcher Comments

Administrative Details

Determinations

Amendment

Section 1

Summarize the proposed changes to the protocol (including personnel changes) in lay terms.

Provide justification/explanation for the proposed changes.

Is the proposed change congruent with the current purpose and objectives of the study?

☐ Yes

☐ No

Section 2

- Admin Notes & F... 1
- Abandon
- Submit
- Print

5. The Amend form will be followed by the previously-approved version of your protocol; please edit any sections in the body of the protocol to reflect the changes you are requesting. For example, if your previously approved protocol only requested 20-30 participants but you are now requesting 50 participants, be sure to reflect the change in the body of the protocol in any relevant sections.

Also, if your requested changes alter any of the previously approved documents, or necessitate new documents, these documents should be included in the body of the protocol.

Example of Proposed Change:

PROTOCOLS **kuali** McLaurin-Hill, Virginia A

← Back Manage Protocols → IRB: #3765 Sandbox Sample

Protocol Reportable Events Activity Log Permissions

Amendment

Jump to:

- Amendment
- General Information ✓
- Study Personnel ✓
- General Questionnaire ✓
- Protocol Details ✓
- Study Details
- Attachments ✓
- Researcher Comments

Administrative Details

Determinations

Section 1

Summarize the proposed changes to the protocol (including personnel changes) in lay terms.

I am would like to recruit a higher number of participants; previously I planned on having 20-30 participants and I would like to up this number to a maximum of 50 participants. I am also adding a new flyer to be posted on the open flyer areas on campus.

Provide justification/explanation for the proposed changes.

At 20-30 interviewees, I am less likely to interview a student from each of the colleges; with 50 interviewees, I'm more likely to get at least 1 student per college. The new flyers posted at many different campus buildings will also help in getting students from more majors and colleges.

Is the proposed change congruent with the current purpose and objectives of the study?

☒ Yes

☐ No

Save complete

Admin Notes & F... 1

Abandon

Submit

Print

Example of Corresponding Change in Participant Number in Protocol Main Body:

PROTOCOLS **kuali** McLaurin-Hill, Virginia A

← Back Manage Protocols → IRB: #3765 Sandbox Sample

Protocol Reportable Events Activity Log Permissions

Study Details

Jump to:

- Amendment
- General Information ✓
- Study Personnel ✓
- General Questionnaire ✓
- Protocol Details ✓
- Study Details
- Attachments ✓
- Researcher Comments

Administrative Details

Determinations

International Populations

UMASS Students/Employees

Other

Please state how many participants (number or numerical range) account for attrition in your enrollment number.

20-30

change to

50

Please describe specific inclusion/exclusion criteria (e.g., age, gender, etc.)

Sample

Does the research exclude any particular populations (e.g. children, pregnant women, etc.)

☒ Yes

Save complete

Admin Notes & F... 1

Abandon

Submit

Print

Example of Corresponding Addition of New Flyer:

← Back Manage Protocols → IRB: #3765 Sandbox Sample

Protocol Reportable Events Activity Log Permissions

Jump to:

- Amendment
- General Information ✓
- Study Personnel ✓
- General Questionnaire ✓
- Protocol Details ✓
- Study Details
- Attachments ✓
- Researcher Comments

Administrative Details

- Determinations

Study Details

Recruitment

Please describe your procedures for recruiting subjects, including how potential subjects will be identified and contacted for recruitment. (If not applicable, please type "N/A" in the text box).

Please remember to attach all recruitment materials (e.g., flyers, recruitment letters/emails, phone scripts, etc.)

Sample

NOTE: To protect the integrity and usability of the data, researchers may not contact potential participants before IRB approval.

Recruitment Attachments

Download All Columns + Add Line

ATTACHMENT
New Flyer.jpg

New Attachment Replace

Admin Notes & F... 1

Abandon

Submit

Print

6. Once you've edited the protocol to reflect all changes and uploaded your revised or new documents (if applicable), you may submit your Amend form for IRB review.

← Back Manage Protocols → IRB: #3765 Sandbox Sample

Protocol Reportable Events Activity Log Permissions

Jump to:

- Amendment
- General Information ✓
- Study Personnel ✓
- General Questionnaire ✓
- Protocol Details ✓
- Study Details
- Attachments ✓
- Researcher Comments

Administrative Details

- Determinations

Amendment

Section 1

Summarize the proposed changes to the protocol (including personnel changes) in lay terms.

I am would like to recruit a higher number of participants; previously I planned on having 20-30 participants and I would like to up this number to a maximum of 50 participants. I am also adding a new flyer to be posted on the open flyer areas on campus.

Provide justification/explanation for the proposed changes.

At 20-30 interviewees, I am less likely to interview a student from each of the colleges; with 50 interviewees, I'm more likely to get at least 1 student per college. The new flyers posted at many different campus buildings will also help in getting students from more majors and colleges.

Is the proposed change congruent with the current purpose and objectives of the study?

☒ Yes

☐ No

Admin Notes & F... 1

Abandon

Submit

Print

Submitting a Reportable Event

1. Log in to your Kuali IRB Dashboard and click on the title of the protocol for which you want to submit a Reportable Event – this may be an adverse event or an unanticipated problem. For information on what constitutes a Reportable Event please review our guidance on [Adverse Events Reporting](#). Click on Reportable Event at the top of the screen to open this form.

The screenshot displays the Kuali IRB Dashboard interface. At the top, the 'PROTOCOLS' header is visible on the left, the 'kuali' logo is in the center, and the user 'McLaurin-Hill, Virginia A' is on the right. Below this is a blue navigation bar with a 'Back' button and the text 'Manage Protocols → IRB: #3765 Sandbox Sample'. A secondary navigation bar contains tabs for 'Protocol', 'Reportable Events', 'Activity Log', and 'Permissions'. The 'Reportable Events' tab is highlighted with a red circle. On the left side, a 'Jump to:' menu lists various sections: General Information, Study Personnel, General Questionnaire, Protocol Details, Study Details, Attachments, Researcher Comments, Administrative Details, and Determinations. The main content area is titled 'IRB: #3765 Sandbox Sample' and shows 'Selected Version: 1 | Initial | Approved'. Below this is a 'Protocol Information' section with a 'Show Less' link. It contains a table with the following data:

Review Type	Status	Approval Date	Continuing Review Date
Expedited	Approved	Jul 07, 2023	Jul 06, 2024

Below the table, there are three more fields: 'Expiration Date' (displayed as '--'), 'Initial Approval Date' (Jul 07, 2023), and 'Initial Review Type' (Expedited). At the bottom of the main content area is a yellow 'Feedback' button. On the right side, a vertical menu contains the following options: Amend, Renew, Renew & Amend, Action Items Summary, Admin Notes & F... (with a green notification badge), Request Close, and Print.

<https://umass-sbx.kuali.co/protocols/protocols/64a7264809875700285e9bac2/event>

2. The Reportable Event page will show previously submitted events submitted to the IRB. To submit a new Reportable Event, click on the “Report an Event” button on the right side of the screen.

PROTOCOLS kuali McLaurin-Hill, Virginia A

← Back **Manage Protocols → IRB: #3765 Sandbox Sample**

Protocol Reportable Events Activity Log Permissions

Reportable Events Report an Event

Q Saved Filters

Event Type	Description	Status	Event Date	Recorded Date
0 of 0 reportable events				

Load 25 at a Time

3. The Report Event page has a drop-down menu, select the type of event you want to report. In this example, we will be submitting an “Unanticipated Adverse Event.”

PROTOCOLS kuali McLaurin-Hill, Virginia A

← Back **Report Event for Protocol**

Jump to:
[Adverse Event Type](#)

Adverse Event Type

Event Type ---

-
- Unanticipated Adverse Event
- Protocol Deviation/Violation
- Incidental Finding(s)

✓ Save

Submit for Review

✕ Delete

Activity Log

View Protocol

Print

4. Answer all the prompts regarding the reportable event. Although Kuali auto-saves your work, please click the Save button on the right side of the screen often to save your work as a precaution.

[← Back](#) **Report Event for Protocol**

Jump to:
[Adverse Event Type](#)

Event Type: Unanticipated Adverse Event

Event Details

Is the adverse event/unanticipated problem ongoing?

☐ Yes

☒ No

Refer to OHRP guidance on Unanticipated Problems Involving Risks & Adverse Events; <https://www.hhs.gov/ohrp/regulations-and-policy/guidance/reviewing-unanticipated-problems/index.html#Q1>

Is the adverse event unexpected in nature, severity, or frequency?

☒ Yes

☐ No

Please Describe

(sample text)

✓ Save

Submit for Review

✕ Delete

Activity Log

View Protocol

Print

Once you've completed the form, please click the Submit for Review button on the right side of the screen.

[← Back](#) **Report Event for Protocol**

Jump to:
[Adverse Event Type](#)

Event Type: Unanticipated Adverse Event

Event Details

Is the adverse event/unanticipated problem ongoing?

☐ Yes

☒ No

Refer to OHRP guidance on Unanticipated Problems Involving Risks & Adverse Events; <https://www.hhs.gov/ohrp/regulations-and-policy/guidance/reviewing-unanticipated-problems/index.html#Q1>

Is the adverse event unexpected in nature, severity, or frequency?

☒ Yes

☐ No

Please Describe

(sample text)

✓ Save

Submit for Review

✕ Delete

Activity Log

View Protocol

Print

5. Once you click the Submit for Review button all the other buttons disappear except for Activity Log. You've successfully submitted your Reportable Event.

PROTOCOLS **kuali** McLaurin-Hill, Virginia A

← Back Report Event for Protocol

Jump to:
[Adverse Event Type](#)

Adverse Event Type

Event Type
Unanticipated Adverse Event

Event Details

Is the adverse event/unanticipated problem ongoing?
No

Refer to OHRP guidance on Unanticipated Problems Involving Risks & Adverse Events; <https://www.hhs.gov/ohrp/regulations-and-policy/guidance/reviewing-unanticipated-problems/index.html#Q1>

Is the adverse event unexpected in nature, severity, or frequency?
Yes

Please Describe
(sample text)

Relationship to participation in the research
Not related

Activity Log
View Protocol
Print

How to Close Your Protocol

1. Log in to your Kuali IRB Dashboard and click on the title of the protocol you want to close. If there are any outstanding actions such as a pending Amendment or Renewal, you will not be able to close the protocol until that action is resolved. Please be aware that once you close the protocol you will not be able to clone it or re-open it. If you have any questions regarding what closing out a protocol means for your study, please review [this guidance](#) or contact our office.

PROTOCOLS kuali McLaurin-Hill, Virginia A

← Hide Menu

Manage Protocols

Protocols Assigned to Me

Events Assigned to Me

Meetings & Agendas

Protocols

☐ Include all protocol versions ☐ Export to CSV [+ New Protocol](#)

Search

Advanced Filter Saved Filters Manage Columns

Title	Number	PI Name	Submission Type	Review Type	Status	Assignment	Continuing Review Date
Sandbox Sample	3765	McLaurin-Hill, Virginia A	Initial	Expedited	Approved	UMass Amherst IRB	July 06, 2024
	2898		Amended	Exempt	Exempt	UMass Amherst IRB	August 22, 2022
	2485		Initial	Exempt	Exempt	UMass Amherst IRB	February 10, 2022
2017-3958: Native Peoples and Digital Media	1062	McLaurin-Hill, Virginia A	Close Request		Closed		

4 of 4 protocols Load 25 at a Time

2. Once you open the desired protocol, the sidebar on the far-right side will provide you available actions. Click on **Request Close** (in the past this action was called Final Report) to initiate this action.

PROTOCOLS kuali McLaurin-Hill, Virginia A

← Back Manage Protocols → IRB: #3765 Sandbox Sample

Protocol Reportable Events Activity Log Permissions

Jump to: IRB: #3765 Sandbox Sample

General Information ✓
Study Personnel ✓
General Questionnaire ✓
Protocol Details ✓
Study Details
Attachments ✓
Researcher Comments

Administrative Details
Determinations

Selected Version:
1 | Initial | Approved

Protocol Information Show Less ^

Review Type Expedited	Status Approved	Approval Date Jul 07, 2023	Continuing Review Date Jul 06, 2024
Expiration Date --	Initial Approval Date Jul 07, 2023	Initial Review Type Expedited	

Feedback

Amend
Renew
Renew & Amend
Action Items Summary
Admin Notes & F...
Request Close
Print

3. Clicking on Request Close will open the request along with a copy of the entirety of the approved protocol. Section 1 of the Close Request will ask the researcher whether the research activities described in the approved protocol ever occurred. If the researcher chooses “No” then the researcher can then immediately submit the Close Request.

PROTOCOLS kuali McLaurin-Hill, Virginia A

← Back Manage Protocols → IRB: #3765 Sandbox Sample

Protocol Reportable Events Activity Log Permissions

Jump to: Close Request In Progress Jul 07, 2023 Expedited

Close Request ✓
General Information ✓
Study Personnel ✓
General Questionnaire ✓
Protocol Details ✓
Study Details
Attachments ✓
Researcher Comments

Administrative Details
Determinations

Close Request

Section 1

Did research activities ever start?

☐ Yes

☒ No

General Information

Please Note: Personnel listed with Full Access can edit the Protocol, but only the listed Principal Investigator has access to perform the initial Submit

Admin Notes & F...
Abandon
Submit
Print

4. On the other hand, if the answer is “Yes,” the form will display relevant questions (pictured below) that should be answered before submission of the Close Request.

PROTOCOLS kuali McLaurin-Hill, Virginia A

← Back **Manage Protocols → IRB: #3765 Sandbox Sample**

Protocol Reportable Events Activity Log Permissions

Jump to:

- Close Request ✓
- General Information ✓
- Study Personnel ✓
- General Questionnaire ✓
- Protocol Details ✓
- Study Details
- Attachments ✓
- Researcher Comments

Administrative Details

- Determinations

Close Request

Section 1

Did research activities ever start?

☒ Yes

☐ No

Is this study closed to enrollment?

☒ Yes

☐ No

Have all participants completed all research-related interventions?

☒ Yes

☐ No

Have all participants completed all research-related follow-up?

☒ Yes

☐ No

Admin Notes & F... 1

Abandon

Submit

Print

5. Once all the questions have been answered you will be able to submit the Close Request. Clicking Submit will cause the Kuali system to validate that all the required questions have been answered. If there are unanswered questions, the system will alert you, as pictured below:

PROTOCOLS kuali McLaurin-Hill, Virginia A

← Back **Manage Protocols → IRB: #3765 Sandbox Sample**

Protocol Reportable Events Activity Log Permissions

Jump to:

- Close Request ✓
- General Information ✓
- Study Personnel ✓
- General Questionnaire ✓
- Protocol Details ✓
- Study Details
- Attachments ✓
- Researcher Comments

Administrative Details

- Determinations

Close Request

Have all participants completed all research-related follow-up?

☒ Yes

☐ No

Have all participants completed all research-related follow-up?

☒ Yes

☐ No

Has data analysis using identifiable, private information been completed?

☐ Yes

☐ No

Required

Is this a multi site study where the University is the coordinating institution or the University investigator is the lead investigator?

☐ Yes

☐ No

Admin Notes & F... 1

Abandon

Submit

Print

Incomplete
15 fields have validation errors.

If the Close Request passes the validation, the request will be submitted for IRB review.

Protocol Reportable Events Activity Log Permissions

Jump to:

- Close Request ✓
- General Information ✓
- Study Personnel ✓
- General Questionnaire ✓
- Protocol Details ✓
- Study Details
- Attachments ✓
- Researcher Comments

Administrative Details

Determinations

Close Request

☐ No

Number of reportable protocol deviations/violations since the start of the study.
(sample text)

Describe all Reportable Protocol Deviations/Violations since the start of the study.
(sample text)

Did you have any Serious Adverse Events since the last approval date?
☐ Yes
☒ No

Section 4

Sandbox IRB: #3765 - Admin: Events (IRB) - Close Request - Sandbox Data

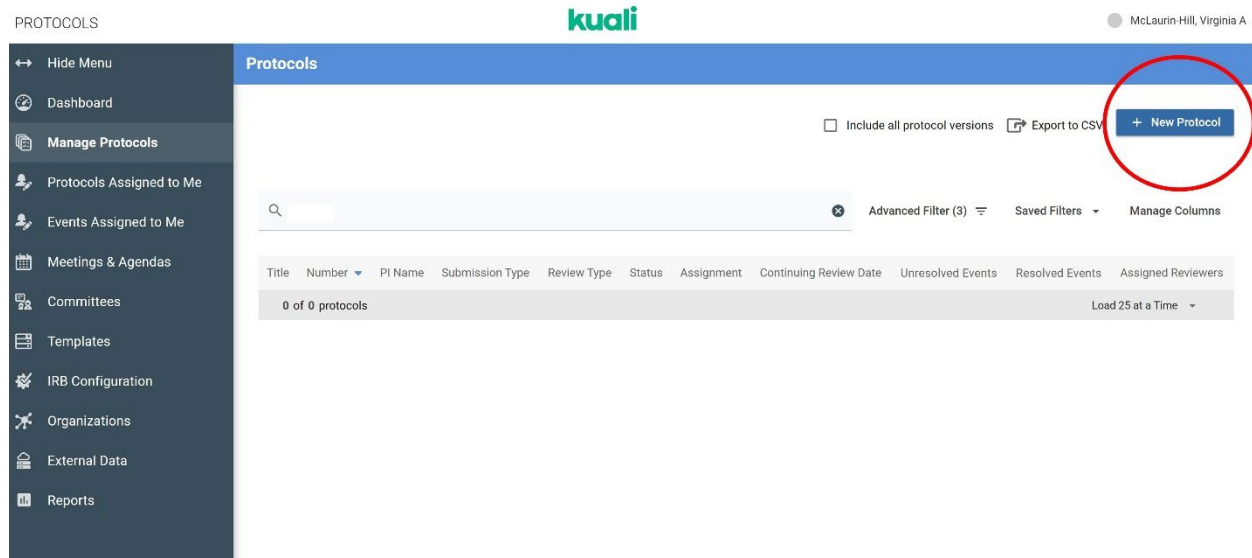
⌕ Abandon

⬆ Submit

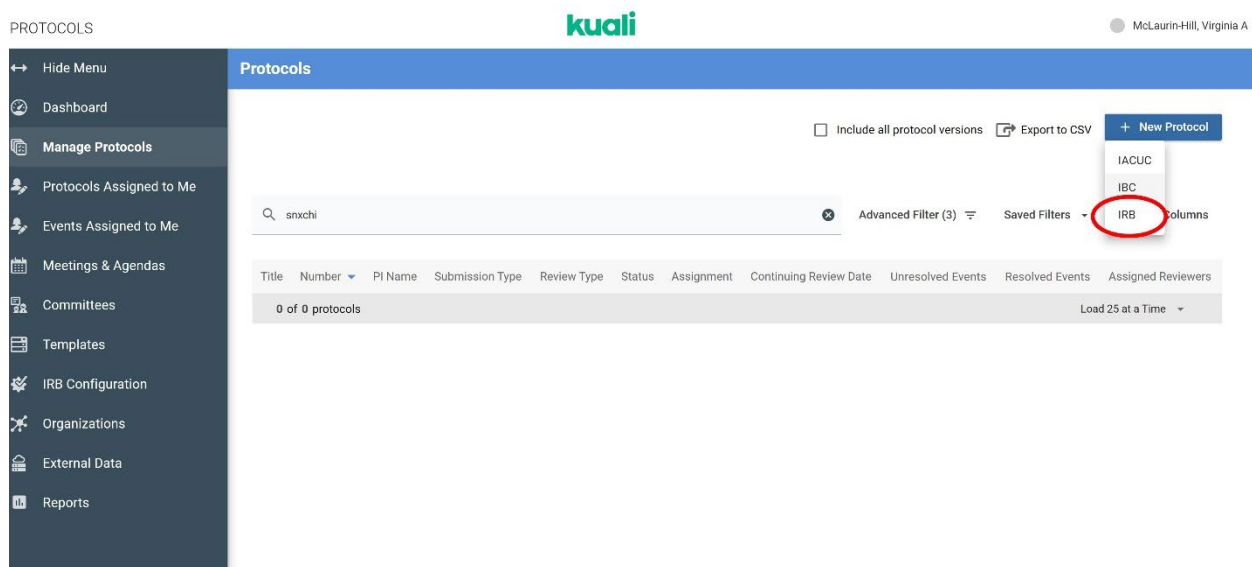
🖨 Print

How to Submit a Determination

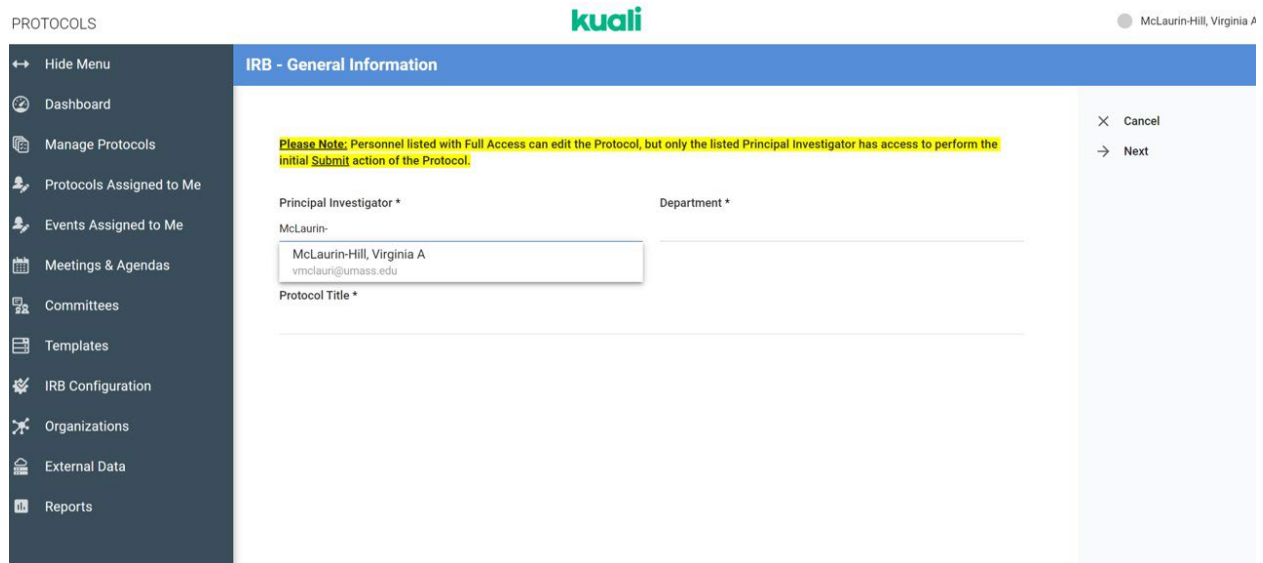
1. Log in to the Kuali IRB Dashboard and click the **+New Protocol** button located on the upper right-hand side of the screen.



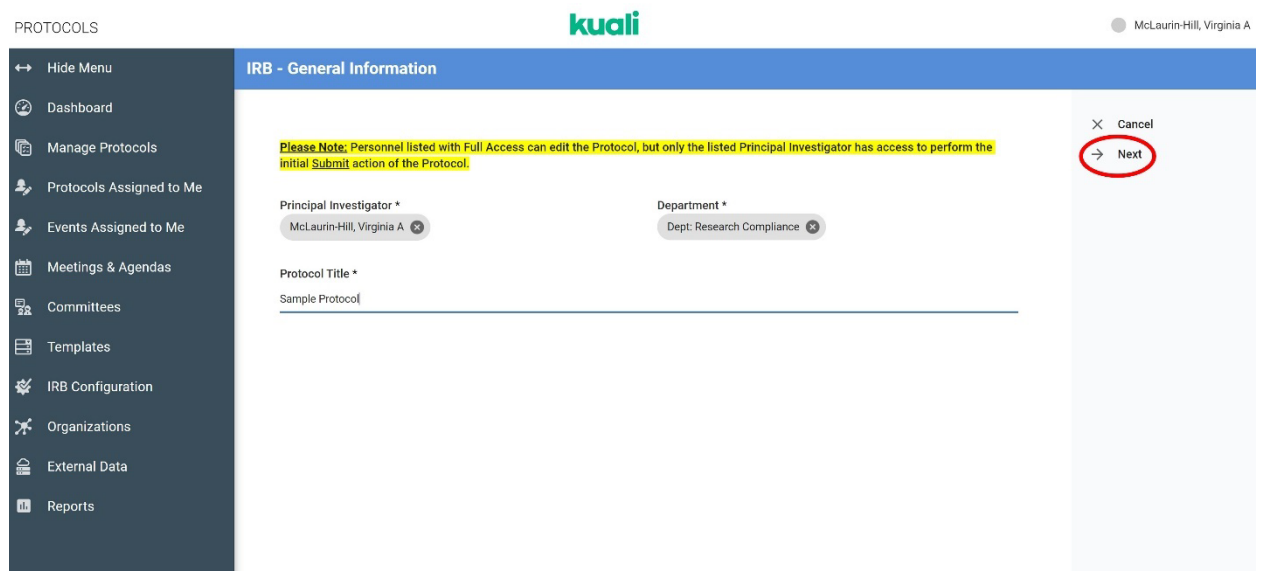
2. Select “IRB” from the drop-down menu that will appear.



3. Complete the General Information fields (Principal Investigator, Department, and Protocol Title)



4. Click “Next” on the right-hand side of the screen.



5. Complete the questions regarding project type (Biomedical or Social Behavioral) and Community Engagement.

PROTOCOLS McLaurin-Hill, Virginia A

← Back
Manage Protocols → IRB: #3765 Sandbox Sample

Hide Menu

Manage Protocols

Protocols Assigned to Me

Events Assigned to Me

Meetings & Agendas

→ Next

Please indicate the type of research being performed in this protocol
(Note: Human Research Protection Office reviews the submission type of each protocol and will notify you if the selection needs to be changed.)

☐ Biomedical (Select if your study involves blood draws, biopsies, collection or use of human biospecimens (saliva, milk, urine, feces, hair, nails etc.), iDXA, MRI, CT scans, X-rays etc.)

☒ Social Behavioral (Select if you are administering surveys/questionnaires, conducting interviews/focus groups, conducting direct participant observation etc.)

Is this a Community-Engaged project [Community Based Participatory Research, CBPR] [The project involves a community partnership that is mutually beneficial, with both parties participating in the creation or exchange of knowledge and resources in a reciprocal fashion]

☐ Yes

☒ No

Are you seeking to determine whether or not your project requires IRB review?

☒ Yes

☐ No

Save complete

6. The final question on this page will be “Are you seeking to determine whether or not your project requires IRB review?” Answering “YES” to this question and clicking "Next" on the right-hand side of the screen will open the Determination form. This will trigger an abbreviated form that only requests essential information for our office to decide whether your project needs IRB review or whether it falls outside the federal regulations. After filling it out, hit “Submit” on the right hand side, and our office will reach out with our determination or follow-up questions.

PROTOCOLS McLaurin-Hill, Virginia A

← Back
Manage Protocols → IRB: #3765 Sandbox Sample

Protocol Activity Log Permissions

Jump to:

General Information ✓

Study Personnel

General Questionnaire ✓

Protocol Details

Study Details

Attachments ✓

Researcher Comments

Administrative Details

Determinations

Study Details

Please complete each section. When a question is not applicable, please select "N/A." Do not leave any sections blank.
Answers should be clear and succinct. Please avoid technical language.

Purpose

Please briefly state the purpose of your study, including what you hope to learn.

Click Here to Enter Text

Participant Population

Please specify the populations that the researchers are actively recruiting. (Select all that apply)

☐ Adults (Adults are defined as individuals who have reached the age of majority in the local jurisdiction where the research will be conducted. In MA, the age of majority is 18 years)

Admin Notes & Files

Abandon

Submit

Print