Purpose

The Human Subjects (HS) and Proposal Tracking (PT) modules are linked in Boulder eRA. Creating a link between a proposal in PT to a protocol in HS allows users to access statuses in real time. This document details the procedures to link a protocol in HS with a proposal in PT from within either module. This document also describes the procedures to access the approval letter.

Data Needed to Complete this Process

- PSR form with protocol number (if linking from PT)
- HRP-211 Initial Application (eForm) with proposal number (if linking from HS)
## Contents

Purpose .............................................................................................................................................. 1
Data Needed to Complete this Process ......................................................................................... 1

### I. Link a Protocol to a Proposal in PT (OCG staff) ................................................................. 3
   1) Locate and Open the Proposal in PT. .................................................................................. 3
   2) Open PT > Submissions > [PT Record] > Approvals ......................................................... 3
   3) Add Approval with Attached Protocol. .............................................................................. 3

### II. Link a Proposal to a Protocol in HS (IRB staff) .................................................................. 7
   1) Locate and Open the Protocol in HS. ................................................................................. 7
   2) Click on the Linkages Tab ................................................................................................. 7
   3) Add Proposal .................................................................................................................... 8

### III. Accessing the IRB Approval Letter ..................................................................................... 10
   1) Locate the Protocol in HS. ............................................................................................... 10
   2) Click on the Communications Tab ................................................................................. 11
   3) Open the Approval Letter ............................................................................................... 11
I. Link a Protocol to a Proposal in PT (OCG staff)

1) Locate and Open the Proposal in PT.

2) Open PT > Submissions > [PT Record] > Approvals.

Be sure to open the Approvals folder within the appropriate PT record (e.g. New, Renewal…) and not the parent Approvals folder. Opening the parent Approvals folder (showing approvals attached to ALL records associated with the main proposal) limits permissions to view-only mode.

3) Add Approval with Attached Protocol.

3-1 Click Add Approval.

3-2 Select Human Subjects from the Type drop-down menu.
3-3 Set Protocol as **Attached**.

3-4 Click **Continue**.
3-5 Enter the protocol number in the field at the top of the page. Click **Go**.
- If the protocol number is not readily available, search/browse by another parameter (e.g. PI or Department).

3-6 Scroll down to the bottom of the page.

3-7 Select the protocol by checking the box.

3-8 Click **Select**.

*The window will close and a screen for the Approval/Protocol just added will appear.*
3-7 Review the **Status** and **Approved Dates**.
- As the IRB processes the protocol, the status and dates will be automatically updated.
II. Link a Proposal to a Protocol in HS (*IRB staff*)

1) Locate and Open the Protocol in HS.

2) Click on the Linkages Tab.
3) Add Proposal.

3-1 From the drop-down menu, select Proposal.

3-2 Click Add.

3-3a Enter proposal number (from HRP-211 Initial Application).
   - If proposal number is not available, see step 3-3b.
3-3b Locate the proposal by browsing by PI, Department, etc. Click **Go** to search.

3-4 Scroll down to the bottom of the page.

3-5 Check the box for the connected proposal.

3-6 Click **Select**.
III. Accessing the IRB Approval Letter

1) Locate the Protocol in HS.

1-1 From the eRA dashboard, click on **Human Subjects**.

1-2 From the Human Subjects menu, click **Search For**.

1-3 Enter identifying information from the proposal, such as PI name.

1-4 Click on the yellow folder under **Actions** to open the protocol.
- Notes: Hover over the Quick Status icon to reveal a pop-up with the current status of the protocol.
2) Click on the Communications Tab.

3) Open the Approval Letter.

If the protocol has been approved, there will be a Communication titled “Protocol XXXXX: Approval”.

3-1 Open the communication by clicking View.
At the bottom of the Contact Detail screen, open the Attachments link: **Approval**.

![Contact Detail](image)

The approval letter will open as a PDF in a new window. Download the file to your computer if desired.