Completing CSEC Submission Part A

CSEC Submission Part A is the first step in submitting a study for CSEC review. Upon submission of CSEC Submission Part A, the appropriate CSEC will contact the user specified in the form with a link to CSEC Submission Part B and the IRB Protocol Number.
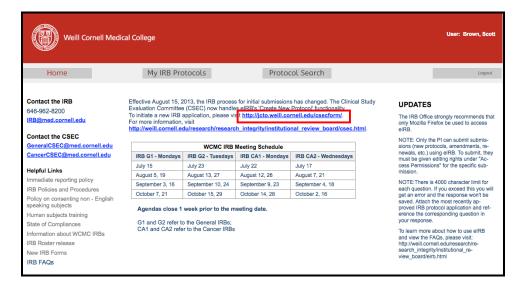
1. **Access CSEC Submission Part A in REDCap.**

   CSEC Submission Part A is the initial step taken when submitting a study for CSEC review. CSEC Submission Part A is available at http://jcto.weill.cornell.edu/csecform. This form is accessible in several other locations:

   A. **CSEC Website accessible from the IRB Homepage**

   B. **eIRB Front Page:**

   The link to the CSEC Form A is available when a user logs into eIRB.
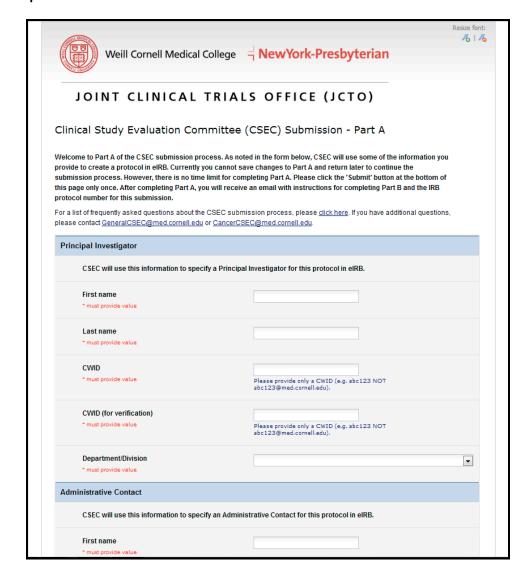
C. eIRB "Create New Protocol" Link:

The link to the CSEC Form A is available when a user clicks on the "Create New Protocol" link in eIRB. The following pop-up window appears:

The Clinical Study Evaluation Committee (CSEC) now handles the Create New Protocol functionality.
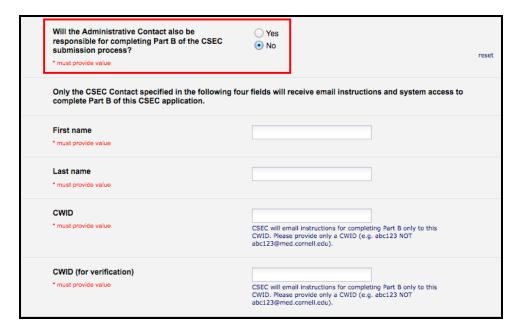Please visit http://jcto.weill.cornell.edu/csecform/ to start this process.

CLOSE

2. Complete CSEC Submission Part A.

A. The Principal Investigator and Administrative Contacts

The personnel specified in CSEC Submission Part A will also be assigned those roles in eIRB when the protocol record is created by CSEC.

B. Will the Administrative Contact also be responsible for completing Part B of the CSEC submission process?

The IRB Administrative Contact has the option of being designated to complete CSEC Submission Part B by the clicking "Yes" radial button. If a different individual should be designated to complete CSEC Submission Part B, click "No" and enter that individual's name and CWID in the provided fields.

3. **Upon completion of CSEC Submission Part A, click** [Submit].

The CSEC will receive an automated email informing of the completion of CSEC Submission Part A. The CSEC will process Part A and send an email to the specified designee provided. This email will include the newly created IRB Protocol Number for study and a link to access CSEC Submission Part B.