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.


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/cseiform](http://jcto.weill.cornell.edu/cseiform). 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:

![Pop-up window](image-url)
2. Complete CSEC Submission Part A.

Clinical Study Evaluation Committee (CSEC) Submission - Part A

Welcome to Part A of the CSEC submission process. As noted in the form below, CSEC will use some of the information you provide to create a protocol in eIRB. Currently you cannot save changes to Part A and return later to continue the submission process. However, there is no time limit for completing Part A. Please click the 'Submit' button at the bottom of this page only once. After completing Part A, you will receive an email with instructions for completing Part B and the IRB protocol number for this submission.

For a list of frequently asked questions about the CSEC submission process, please click here. If you have additional questions, please contact GeneralCSEC@med.cornell.edu or DanceCSEC@med.cornell.edu.

Principal Investigator

CSEC will use this information to specify a Principal Investigator for this protocol in eIRB.

First name
* must provide value

Last name
* must provide value

CVID
* must provide value

Please provide only a CVID (e.g. abc123 NOT abc123@med.cornell.edu).

CVID (for verification)
* must provide value

Please provide only a CVID (e.g. abc123 NOT abc123@med.cornell.edu).

Department/Division
* must provide value

Administrative Contact

CSEC will use this information to specify an Administrative Contact for this protocol in eIRB.

First name
* must provide value

Created: August 5, 2013
Last Edited: August 13, 2013
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 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.