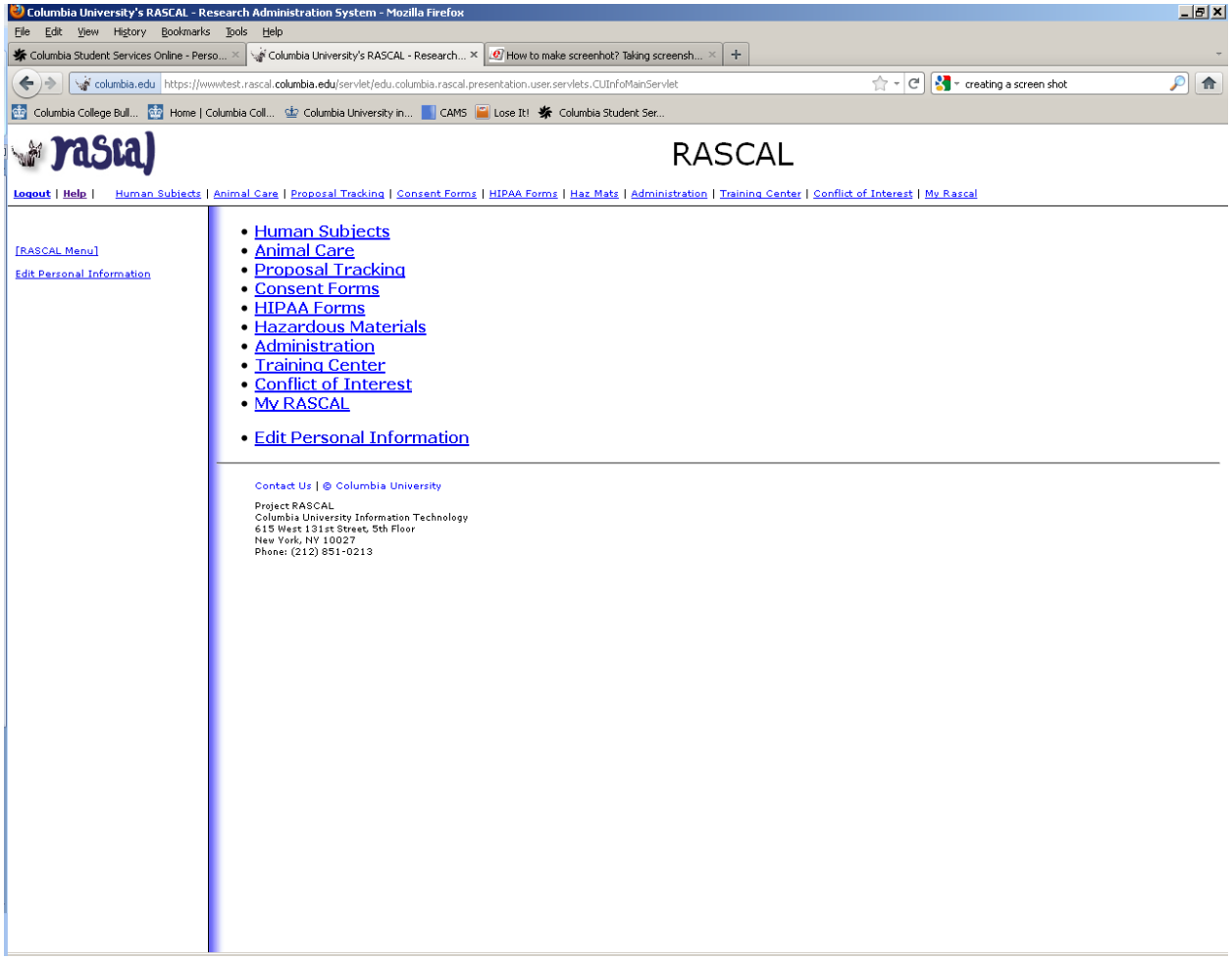
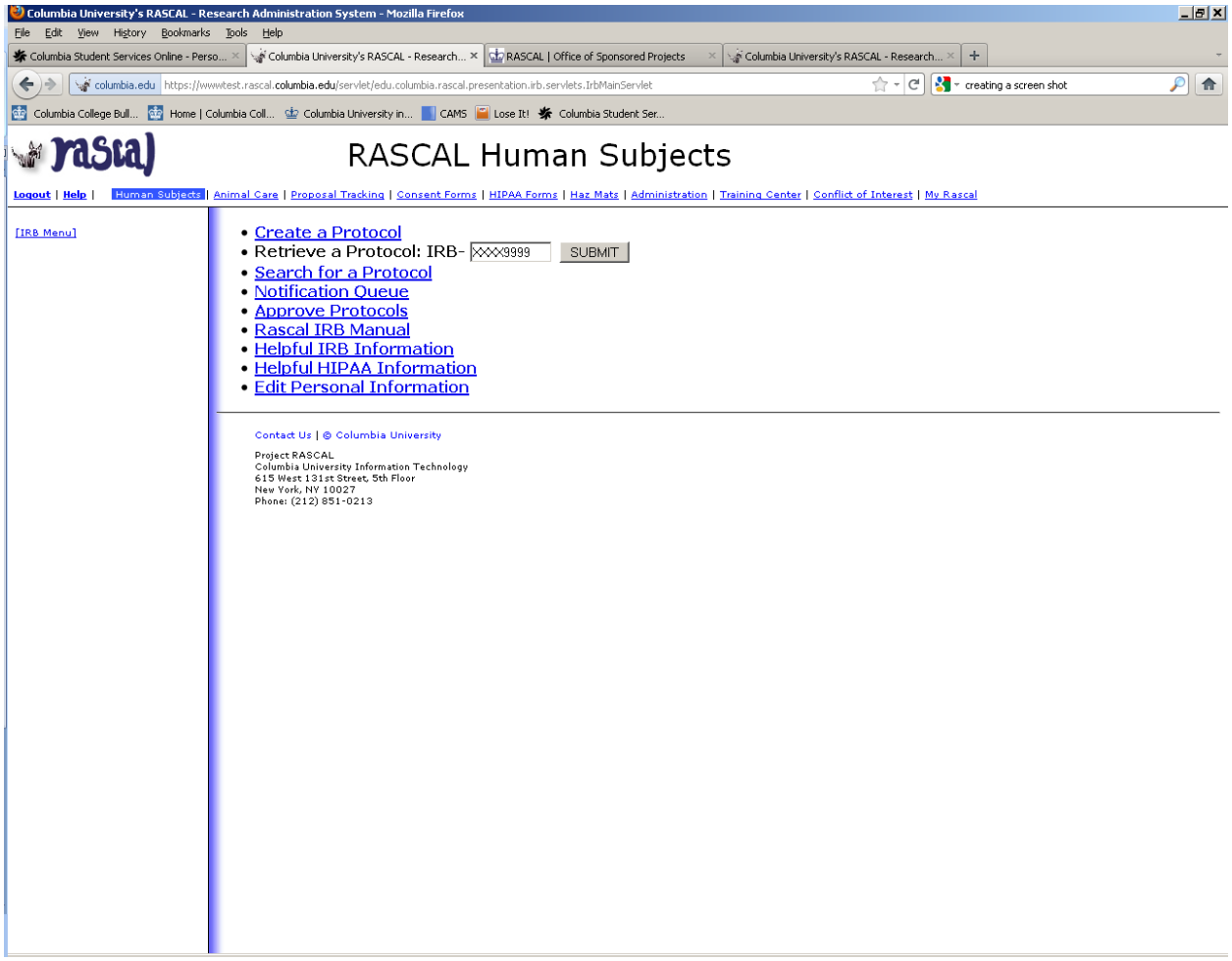
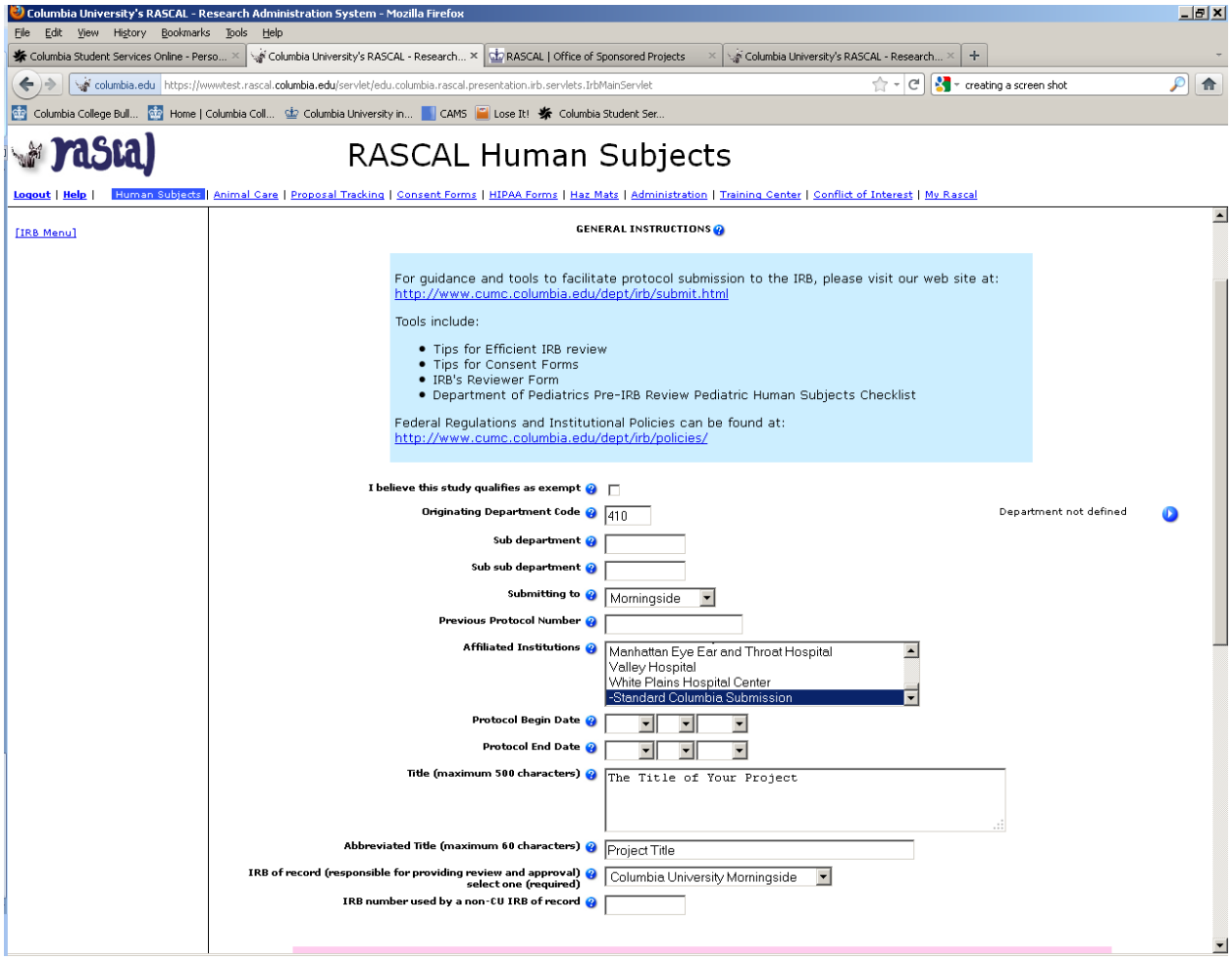
Guide to Creating a Protocol in RASCAL

1. Login to RASCAL, and click on Human Subjects.

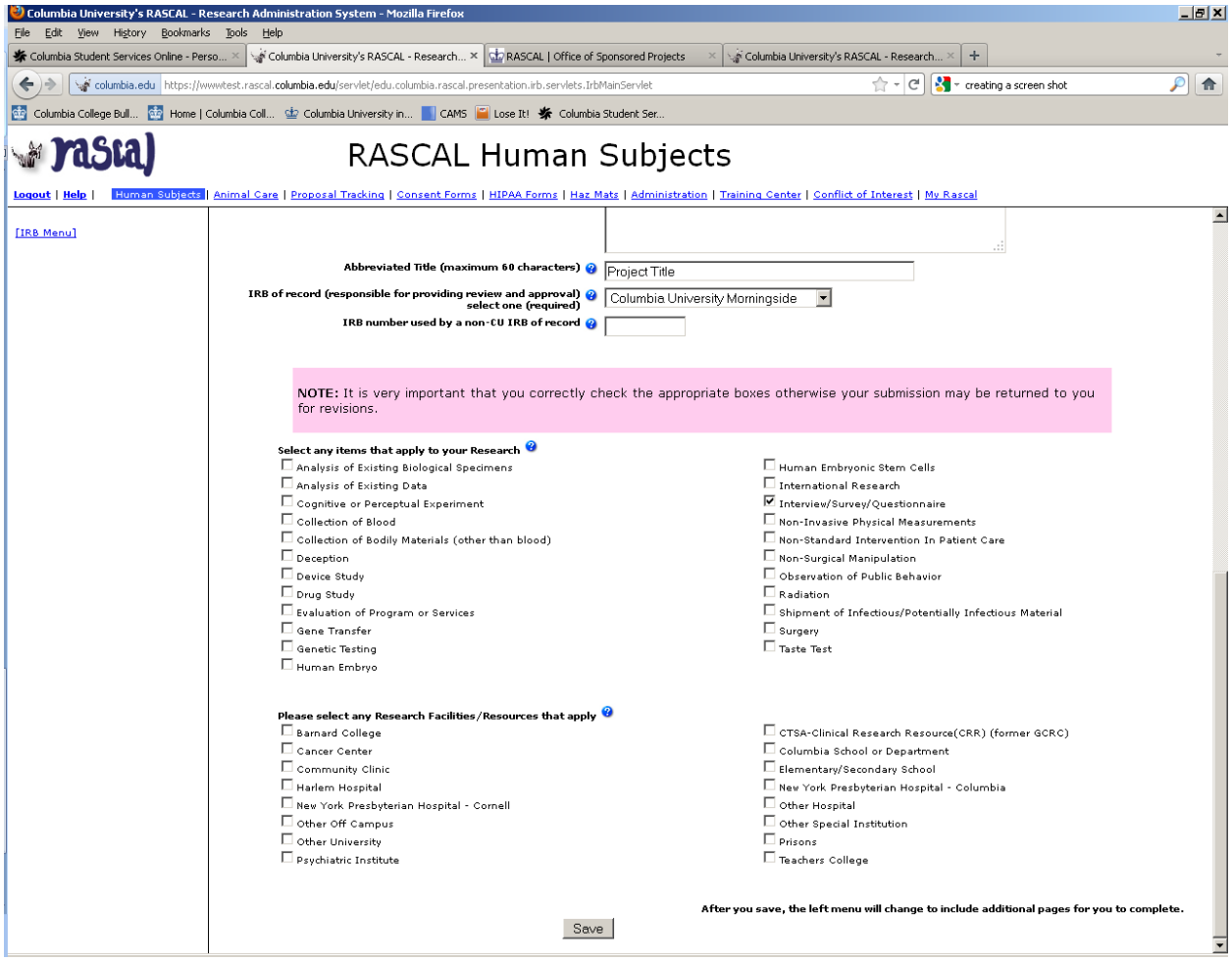


Click on Create a Protocol and complete the following dialogue boxes, including the appropriate dates for your project.

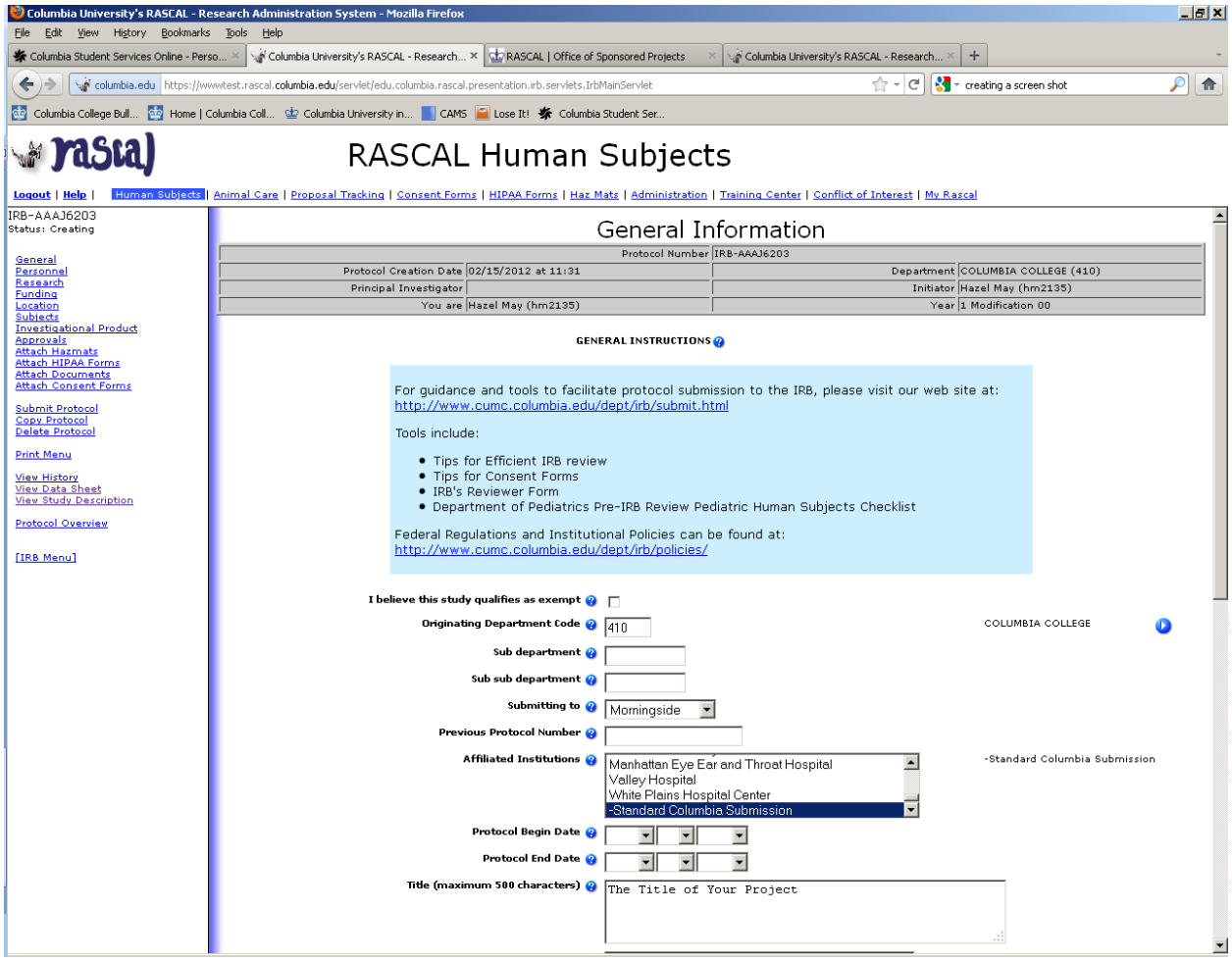



Columbia University's RASCAL - Research Administration System - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Columbia Student Services Online - Perso...
Columbia University's RASCAL - Research...
RASCAL | Office of Sponsored Projects
Columbia University's RASCAL - Research...
columbia.edu https://wwwtest.rascal.columbia.edu/servlet/edu.columbia.rascal.presentation.irb.servlets.IrbMainServlet
creating a screen shot
Columbia College Bull... Home | Columbia Coll... Columbia University in... CAMS Lose It! Columbia Student Ser...
RASCAL Human Subjects
Logout | Help | Human Subjects | Animal Care | Proposal Tracking | Consent Forms | HIPAA Forms | Haz Mats | Administration | Training Center | Conflict of Interest | My Rascal
[IRB Menu]
GENERAL INSTRUCTIONS
For guidance and tools to facilitate protocol submission to the IRB, please visit our web site at:
http://www.cumc.columbia.edu/dept/irb/submit.html
Tools include:
Tips for Efficient IRB review
Tips for Consent Forms
IRB's Reviewer Form
Department of Pediatrics Pre-IRB Review Pediatric Human Subjects Checklist
Federal Regulations and Institutional Policies can be found at:
http://www.cumc.columbia.edu/dept/irb/policies/
I believe this study qualifies as exempt
Originating Department Code
410
Department not defined
Sub department
Sub sub department
Submitting to
Morningside
Previous Protocol Number
Affiliated Institutions
Manhattan Eye Ear and Throat Hospital
Valley Hospital
White Plains Hospital Center
-Standard Columbia Submission
Protocol Begin Date
Protocol End Date
Title (maximum 500 characters)
The Title of Your Project
Abbreviated Title (maximum 60 characters)
Project Title
IRB of record (responsible for providing review and approval) select one (required)
Columbia University Morningside
IRB number used by a non-CU IRB of record

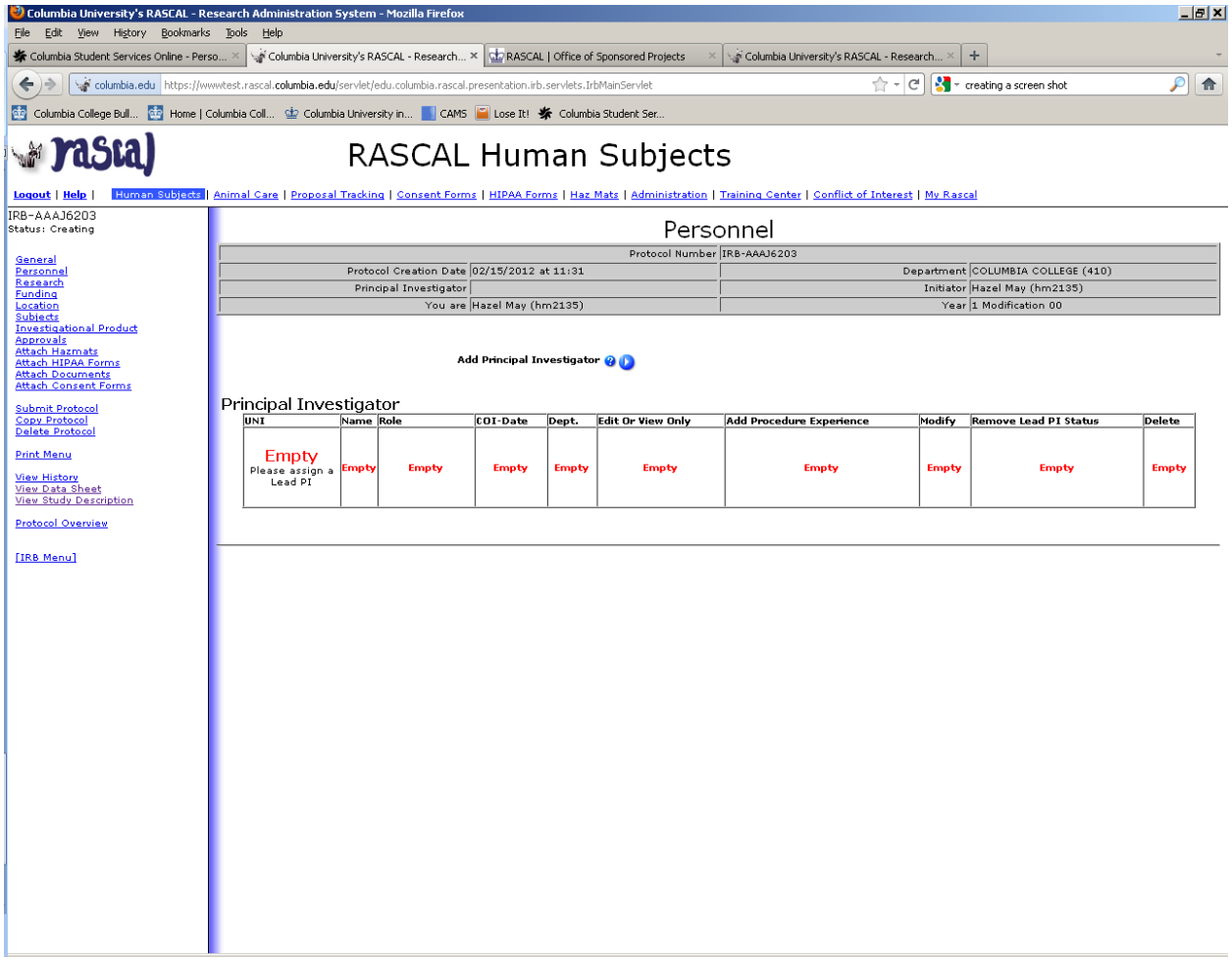
Scroll down the same page to check all research items and facilities that apply to your project, and click save.



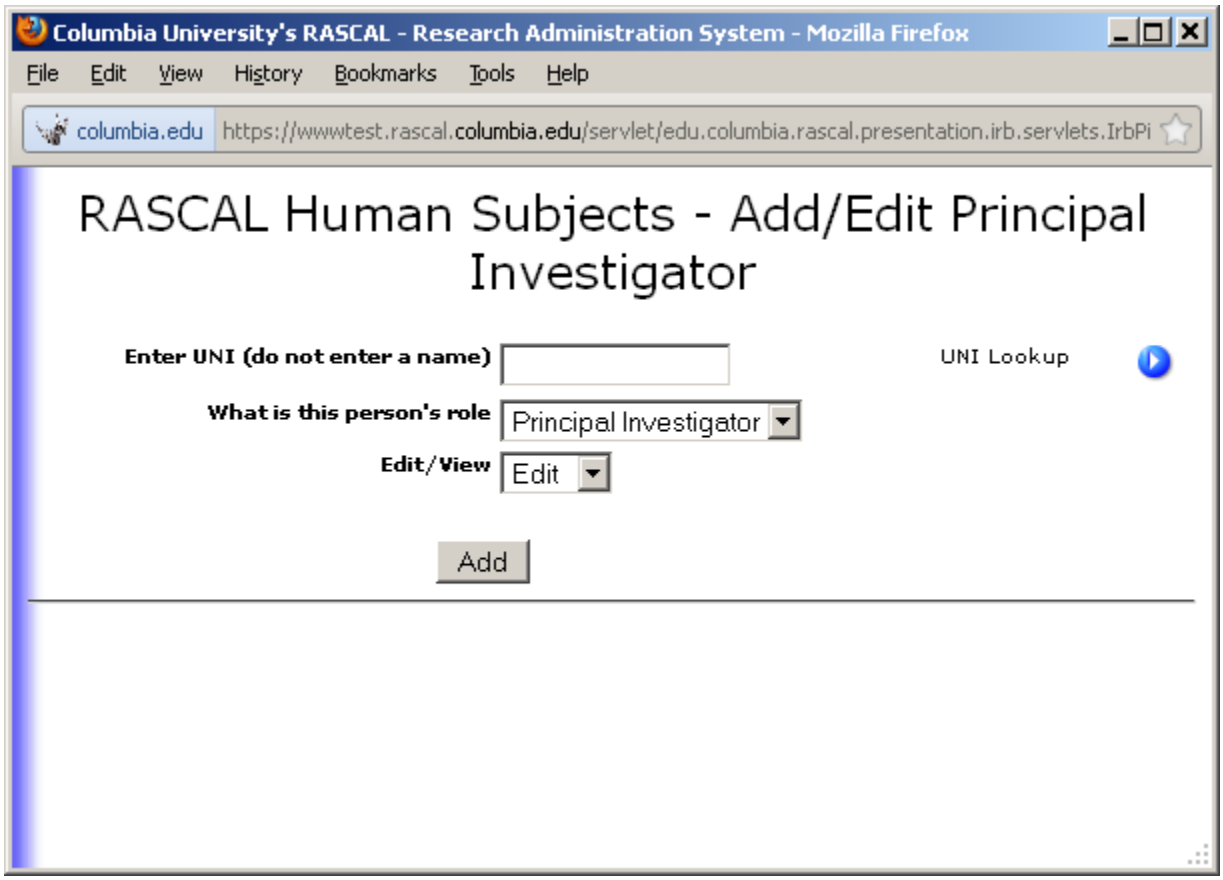
Click on Personnel and be taken to the following screen in which you can add your Principle Investigator (PI).



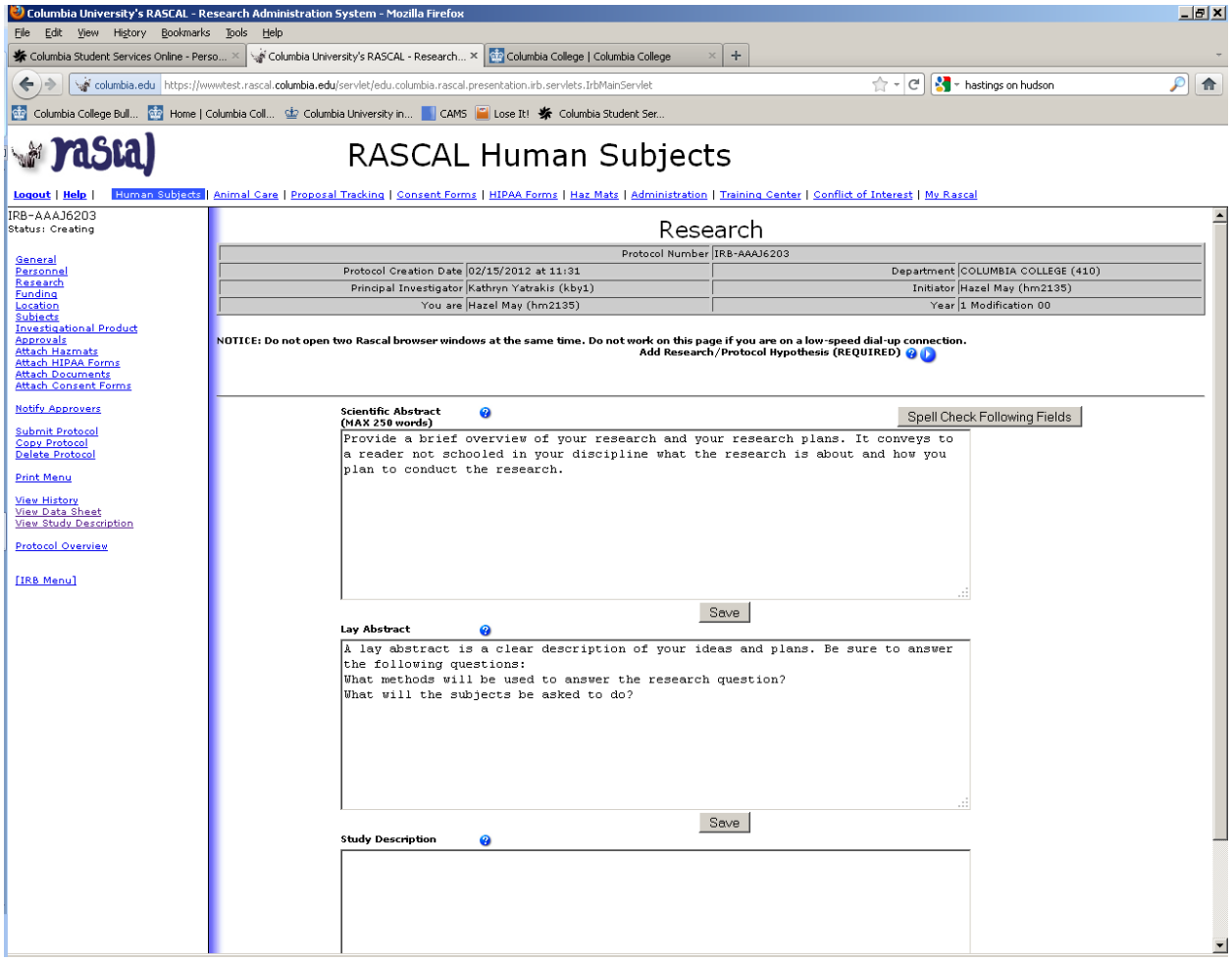
Click on blue circle to Add Principle Investigator.



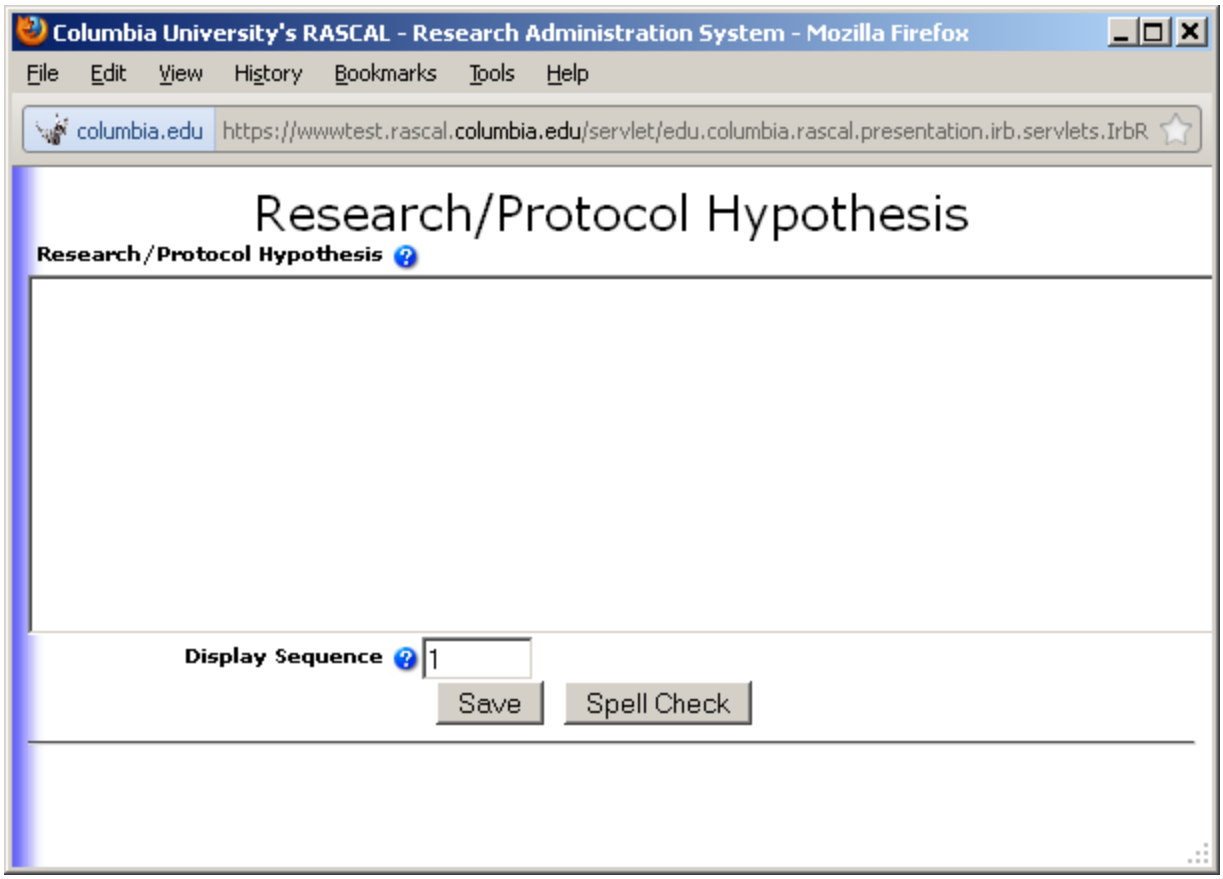
- Insert the UNI of your CU faculty adviser and click Add.
- The next screen will confirm whether or not your PI needs to complete the Conflict of Interest statement.
- Click on blue circle to add personnel; yourself as Co-Investigator.
- Follow the same process as for the PI: insert your UNI and select Co-Investigate for role. Click on Add to confirm.
- Click on Research to provide a Scientific Abstract and provide a Lay Abstract – a brief overview of what you want to study and how you plan to conduct the study



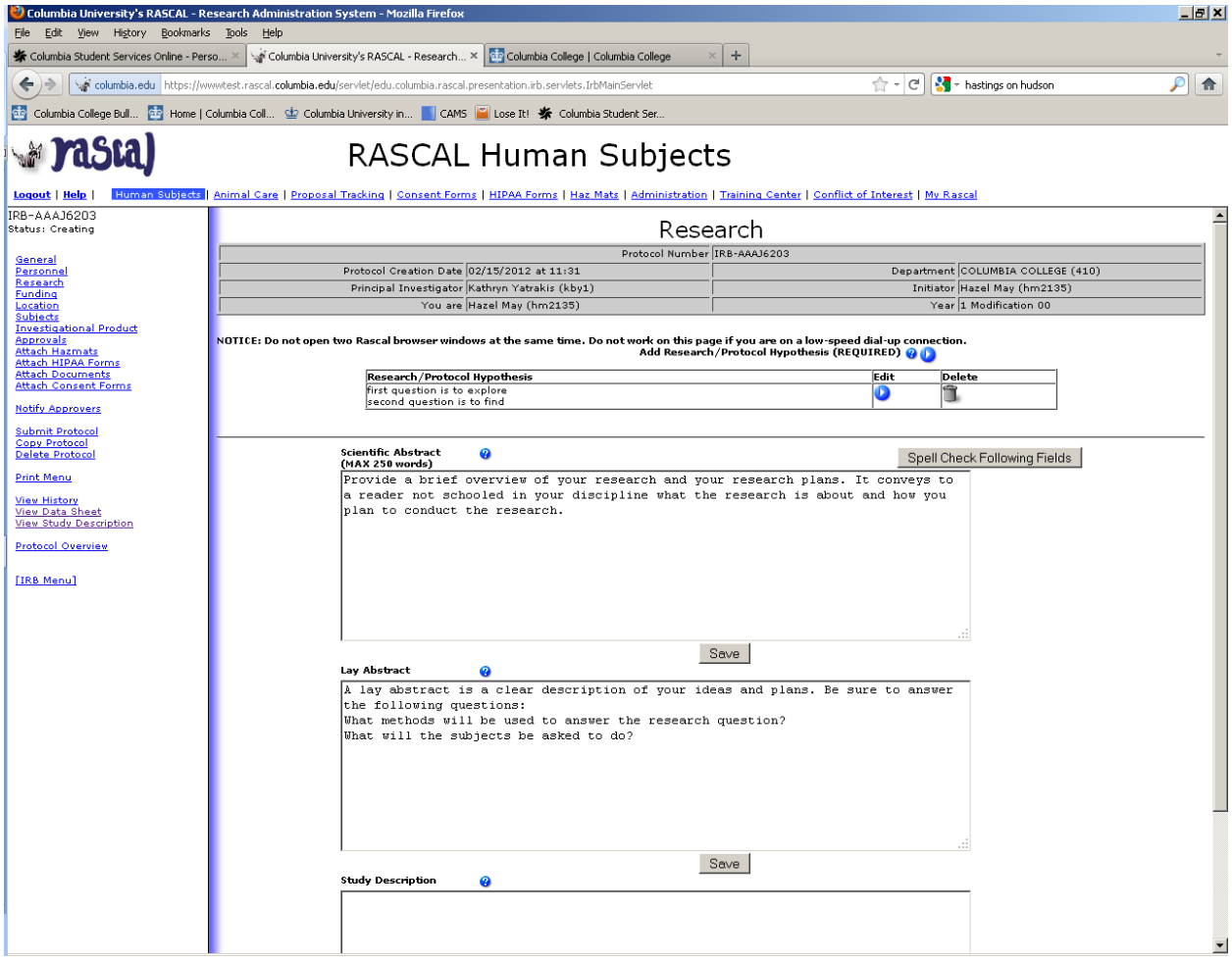
Save each section and click on the blue circle next to Add Research/Protocol Hypothesis (just above the Scientific Abstract dialogue box).



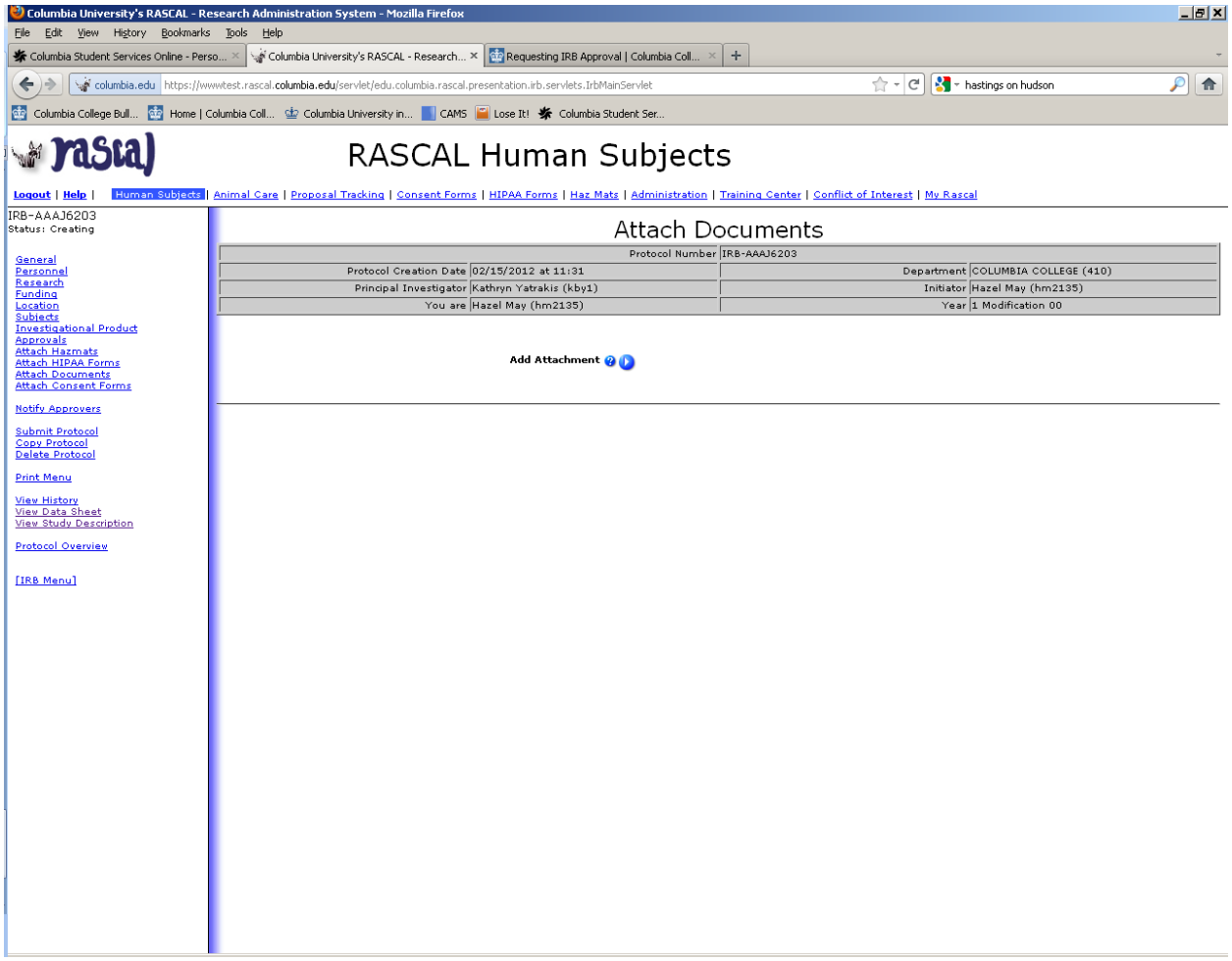
Write in your research questions, and click save.



Write in your research questions, and click save.



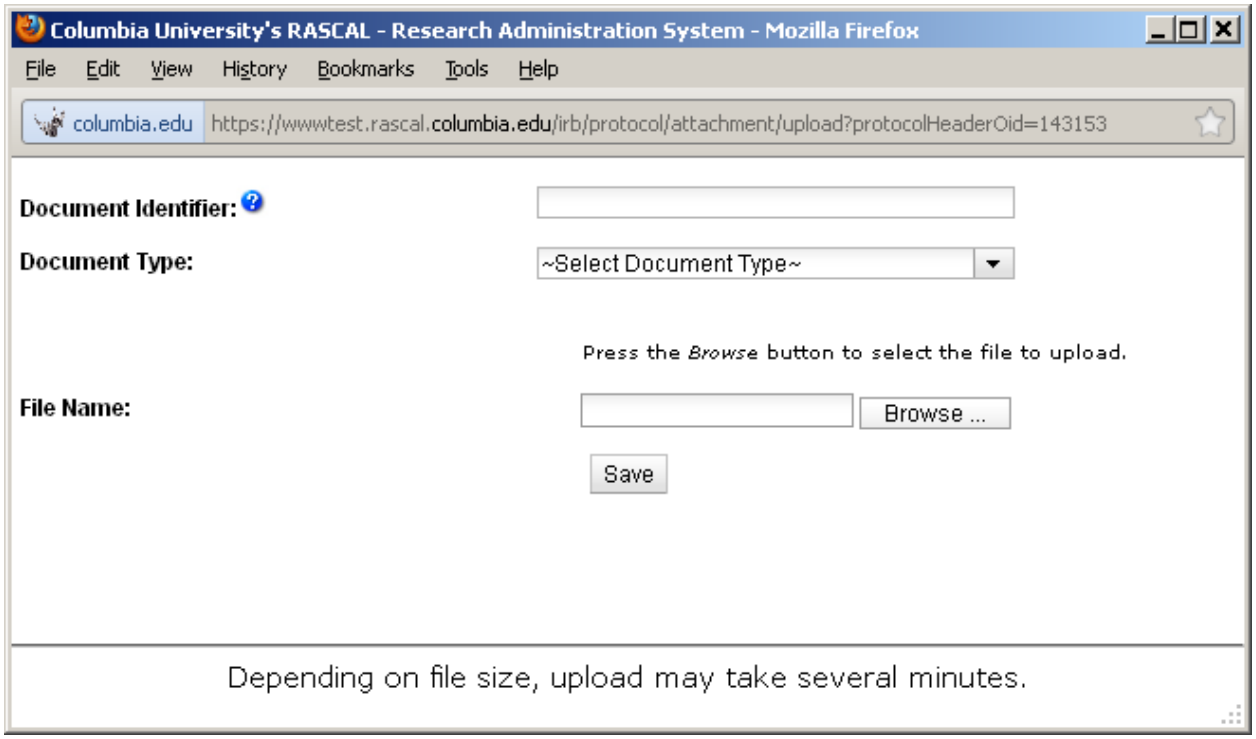
Click on Attach Documents in order to upload your completed Undergraduate Study IRB Approval Request Form.



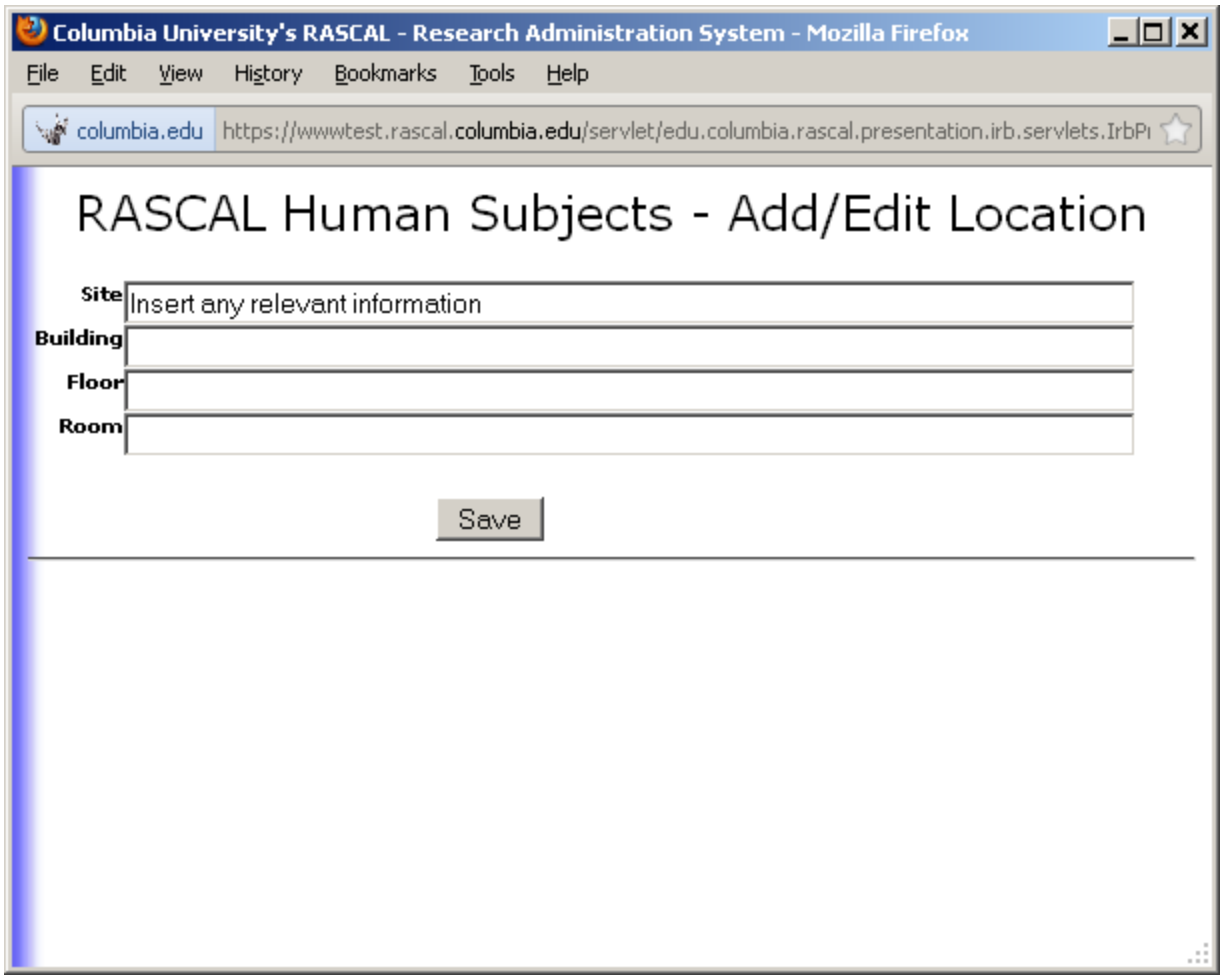
- Identify this form as Other, and then save.

- Click on Funding, select No for the ARRA question, then click on the blue circle, select Unfunded, and save.

- Click on Location, click on the blue circle, and insert any relevant information such as city and country. Be as specific as you can be but note that you are not required to fill all fields

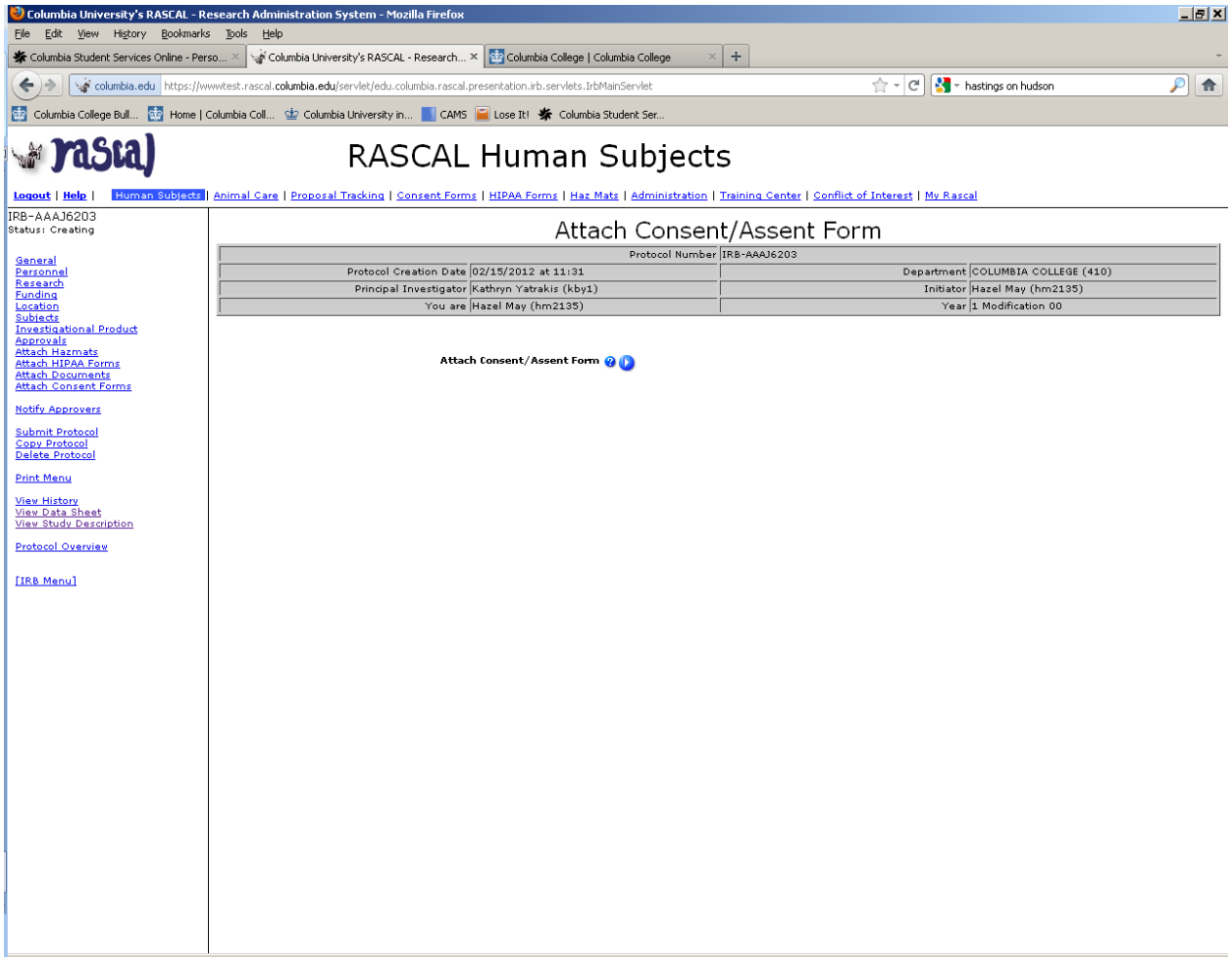


Click on Subjects and complete all relevant sections and save.



- Click on Attach Documents to add any relevant recruitment materials – such as a flyer, email copy, etc.

- Click on Attached Consent Forms to add the consent form that your subjects will be required to complete.

- Click Attach Documents to include all study instruments – surveys, interview guides, focus group discussion guides, psychological measures, etc. – and local context information if your research will be conducted in another country.

- Click Submit Protocol and click OK.