WISPER – Protocol Details

If the award involves humans, animals or toxic materials such that institutional approval is required, then protocol certification details must be entered before RSA can generate an award.

1. Click on the General tab and scroll to the Compliance section
2. Click the "Enter Protocol Details Here" hyperlink at the bottom of the Compliance section to access the protocol details page

3. Click the lookup to search for the required protocol type. The Protocol Types include a number, which is simply a sequence identifier for reporting purposes. Select the Protocol Type with sequence number 1 for the first protocol of that type for your project. If you have a second protocol of that type for your project, select sequence number 2 for the next protocol. Please do not select the same sequence number twice.
4. Enter the Protocol Number as provided on the approval from the appropriate committee, select the Protocol Status, enter the Protocol Approval Date, enter the Protocol Expiration Date. If you are entering an Exempt Human Subjects protocol, leave this field blank.

5. Repeat steps 3-7 for each protocol approval.
6. Click the "Return" button when all protocols have been entered.