

Quick Reference Card: Protocol Registration: Site Submission Module



Q How do I access the New Submission screen?

1 Go to <https://daidses.niaid.nih.gov/protocolRegistration>. Enter your User Name and Password and click **Login**.

2 From the **Home** page, click **New Submission** in the main navigation bar.

Q How do I complete the Site Submission process?

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- 1 **Enter the Submission Details:** Click the LOV  icon to select the Site, IoR and Protocol No. Click the drop down box to select the study version. Add email addresses in “Additional Contacts”, to notify additional personnel.
- 2 **Submissions:** Select the appropriate checkboxes under the **Submissions** heading.
- 3 **Save:** Click **Save**. If the save is successful the **Upload Documents** heading will appear in the lower half of the screen.
- 4 **Upload Documents:** Click the  icon to upload the appropriate documents or enter notes. Check the “**Turn-Off Notification**” check box if you do not wish to receive Confirmation of Submission notification. Click **Save** and **Submit**.

5 **Confirm Submission Details:** Confirm the Site and Protocol No. Select the study version and click **Submit**.

6 You will receive an e-mail to confirm that the submission was successful, only if you did not click on the check box next to “**Turn-Off Notification**” field.

Still Have Questions?
 Submit a Help Ticket Online:
 Point to Help on the top right menu bar;
 Click DAIDS-ES Support.

Email: DAIDS-
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