

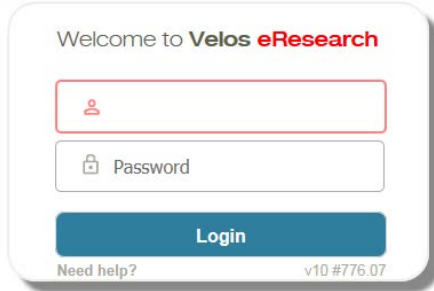
## PRMC Protocol Submission Guide

Thank you for your interest in submitting a protocol for review by the Protocol Review and Monitoring Committee. Please follow the steps below to complete your submission.

**Step 1:** Please complete each field on the Protocol Submission Form. Each data field will provide valuable information to help PRMC understand how to classify and review your study.

**Step 2:** Follow the steps below to enter your new study into the Velos CTMS. Many of the data fields you will need may be found on the Protocol Submission Form.

- Log in to your Velos Account
- If you do not have a Velos account, or if you need updated Velos permissions, please contact SCC-PRMC@ouhsc.edu. We will be happy to assist in troubleshooting.



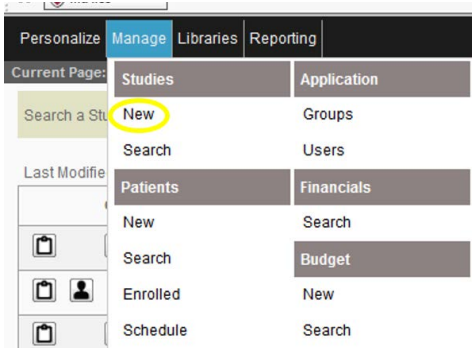
Welcome to **Velos eResearch**

Password

**Login**

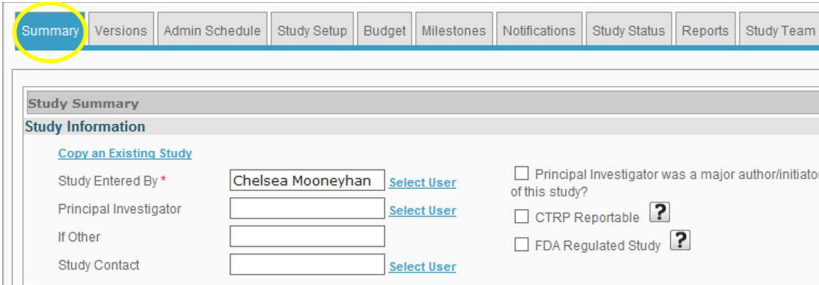
Need help? v10 #776.07

- To add your study to Velos, find the Manage tab in the top left corner. Under the Studies heading, select New.



Personalize	Manage	Libraries	Reporting
Current Page:	Studies	Application	
Search a Study	New	Groups	
Last Modified	Search	Users	
	Patients	Financials	
	New	Search	
	Search	Budget	
	Enrolled	New	
	Schedule	Search	

- Enter details for your protocol onto the study summary tab.



**Summary** | Versions | Admin Schedule | Study Setup | Budget | Milestones | Notifications | Study Status | Reports | Study Team

**Study Summary**

**Study Information**

[Copy an Existing Study](#)

Study Entered By \*  [Select User](#)

Principal Investigator  [Select User](#)

If Other

Study Contact  [Select User](#)

Principal Investigator was a major author/initiator of this study?

CTRP Reportable ?

FDA Regulated Study ?

**Step 3:** After your study has been entered into Velos, please send the Protocol Submission Form and all relevant attachments to SCC-PRMC@ouhsc.edu. Your submission will be processed.

**If you have any questions, please contact SCC-PRMC@ouhsc.edu.**