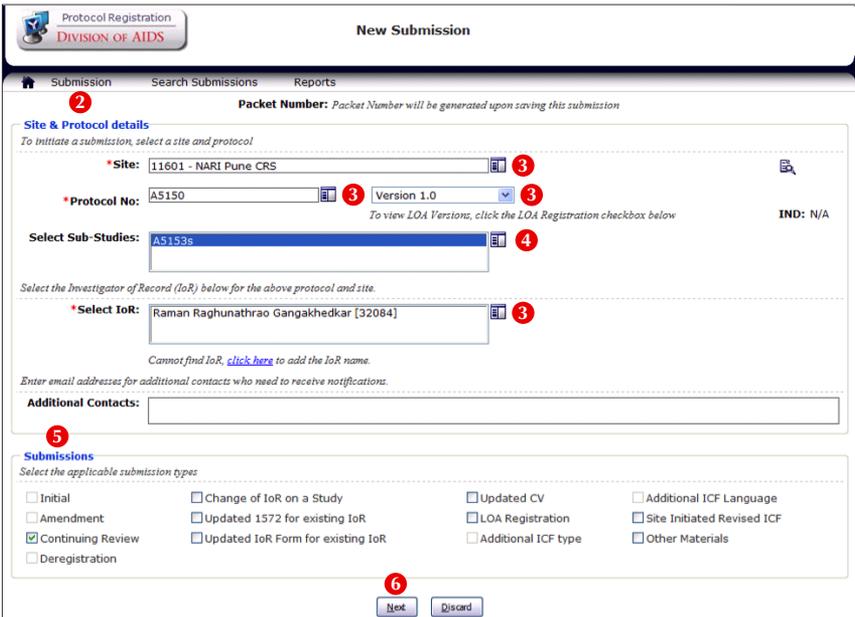


- Go to:** <https://ncrms.niaid.nih.gov/NCRMS/Main/Login.aspx>. Enter your user name and password and click Login. Select Protocol Registration.
- From the Home Page,** click Submission on the main navigation bar and then click New Submission from the drop-down menu, which takes you to the New Submission page.
- Enter the Submission Details:** Enter the appropriate information under the Site & Protocol details heading. Click the LOV  icon to select the Site, IoR and Protocol No. Click the list of values to select the version/LOA.
- Select Sub-Studies (if applicable):** This list of values displays all sub-studies associated with the study. Select a sub-study displayed to submit materials for the sub-study along with the study. The packet will be created when the main study is submitted.



Protocol Registration
DIVISION OF AIDS

New Submission

Submission Search Submissions Reports

Packet Number: Packet Number will be generated upon saving this submission

Site & Protocol details
To initiate a submission, select a site and protocol

*Site: 11601 - NARI Pune CRS  3

*Protocol No: A5150  3 Version 1.0  3
To view LOA Versions, click the LOA Registration checkbox below **IND: N/A**

Select Sub-Studies: A5153s  4

Select the Investigator of Record (IoR) below for the above protocol and site.

*Select IoR: Raman Raghunathrao Gangakhedkar [32084]  3
Cannot find IoR, [click here](#) to add the IoR name.

Enter email addresses for additional contacts who need to receive notifications.

Additional Contacts:

Submissions
Select the applicable submission types

Initial Change of IoR on a Study Updated CV Additional ICF Language
 Amendment Updated 1572 for existing IoR LOA Registration Site Initiated Revised ICF
 Continuing Review Updated IoR Form for existing IoR Additional ICF type Other Materials
 Deregistration

Next **Discard**

- Submissions:** Select the appropriate checkboxes under the **Submissions** heading.
Note: The system selects the same submission type for the sub-study as on the main study.
- Next: Click Next.** If the save is successful, the **Upload Documents** heading appears in the lower half of the screen.

Required: Either upload a document or enter notes for a document type

Document Type	File	Date Uploaded	Notes
* IRB/EC/RA Documentation More			
* FDA 1572 More			
* Updated IoR Form for existing IoR More			
* IoR CV More			
* Informed Consent Forms More			

- Upload Documents:** Click the upload  icon to upload the appropriate documents. Enter notes to provide additional clarification. Click **Save**.

8. **Confirm Submission Details:** When finished, click **Submit**. At the pop-up confirmation window, confirm the Site, IoR Name and Protocol No. Select the version and again click **Submit**.

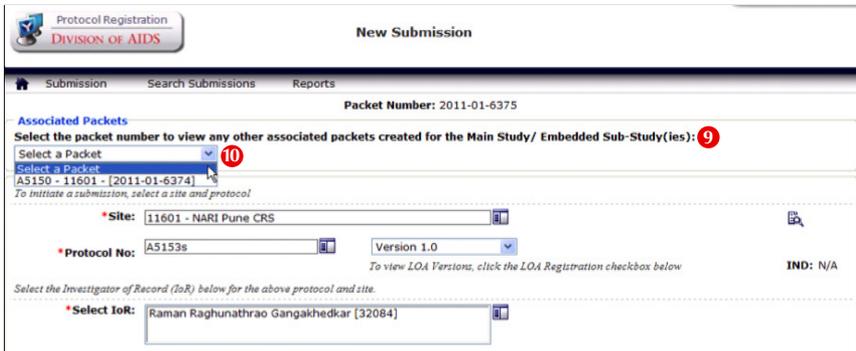


9. The system confirms whether the submission was successful.

Optional: The system will provide option to submit sub-study packets that have not yet been submitted by selecting a packet number at the top of the Notification screen. If you have created a sub-study packet, you must submit independently.

10. To complete the sub-study submissions or view the sub-study packet, select a packet number at the top of the screen to view any other associated packets for this study. The Sub-Study screen appears similar to the main submission except the Protocol Number is changed to the sub-study number. The submission type remains the same.

Note: You can use this feature to toggle between the sub-study packets. You also can copy person information to sub-study packets.



Still Have Questions?

- **Submit a Help Ticket Online:**
Point to Help on the top right menu bar and Click CRMS Support.
- **Contact NIAID CRMS Support:**
 - ◆ Phone: 1-240-778-2517
 - ◆ Email: CRMSSupport@niaid.nih.gov

More information on the DPRS and how to request a User name and Password is available at <http://ncrms.niaid.nih.gov>.