

## Migrating Protocols from BRAAN to KC System

### A checklist for moving an existing IRB protocol to the new system

- \_\_\_ Log into the KC system at [kuali.wvu.edu](http://kuali.wvu.edu) (Use your master ID and password)
- \_\_\_ In the center of the screen, click “new protocol”
- \_\_\_ Once developed, go to the first tab “Protocol”. In the description field, write “CR BRAAN # \_\_\_\_\_”
- \_\_\_ Under the “Protocol” tab, go to “additional information” and then to “Other identifiers”. In drop down list, select BRAAN and enter protocol number, the last approved date, and a comment that you are continuing a protocol from BRAAN
- \_\_\_ Attach a copy of the BRAAN protocol
- \_\_\_ Attach a copy of the last IRB approval
- \_\_\_ Complete a “Continuing Review Form”. To find form, go to:
  - Go to <http://oric.research.wvu.edu>
  - “Human Subjects Protection Program”
  - “Forms”
- \_\_\_ Attach the Continuing Review Form to the Attachments page in the KC system
- \_\_\_ Attach all relevant documents that were attached to the BRAAN system for the protocol into the KC system
- \_\_\_ if you are making changes as well, please add the changes into the appropriate KC protocol section before you submit (e.g., Questionnaire)

For more detailed instructions, please visit:

<http://kuali.wvu.edu/wp-content/uploads/QRG27-Moving-Protocols-from-BRAAN.pdf>