SUBMITTING A NEW OTHER EVENT

1. Login to Insight: https://insight.partners.org

2. Enter your Partners user name, password and click the [Login] button.

3. Click on the [go to Humans] button.

4. Click on the protocol title you need to submit for.

5. Click the create new process pull down and select 'Other Event'
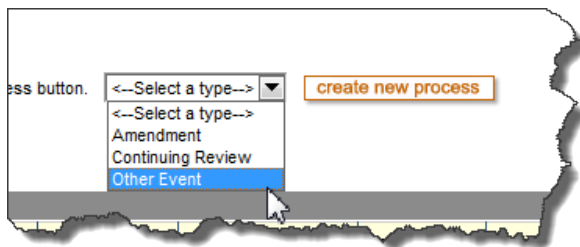
6. Click the [Create New Process] button.

7. Complete the form and click the [Save] button

8. Click the 'Submission' tab

9. If there are no errors, click the [Submit] button. If there are errors, address each one and when done, rerun the application review. Repeat until all errors are resolved.

10. Click the [Submit] button