

Recording Participating Institutions and Study Sites

In order to register subjects to a Protocol, you must have at least one active study site. Participating organizations (and affiliates) are recorded on the PC Console's Institution vertical tab.

Add participating institutions

1. Navigate to **PC Console > Institution vertical tab**. Click **Update**.

The screenshot shows the PC Console interface for Protocol No. NEWWAVE2. The 'Institution' vertical tab is selected and highlighted with a yellow box. The main content area displays a table of Participating Institutions. The 'Update' button at the bottom right is highlighted with a red box.

Institution	Coordinating Center	Uses Research Center IRB	IRB Initial Approval Date	IRB Last Renewal Date	IRB Next Review Date	Current Status	Status Date	Total Accrual	Pending Amendment	Expired Items	Calendar Version
<ul style="list-style-type: none"> University of California San Francisco University of California San Francisco Mission Bay Parnassus Mt. Zion 			01/02/2020	01/02/2020	01/01/2021	OPEN TO ACCRUAL	03/02/2020	1			1
<ul style="list-style-type: none"> University of Pittsburgh 		N	08/01/2020	08/01/2020	07/31/2021			0			1

Participating Networks
No information entered

[Pending Amendments](#) [View PDF](#) **Update** [Lock Protocol](#)

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2. Click **Add**.

Sponsor: Medtronic, Inc.
Protocol Status: OPEN TO ACCRUAL
IRB Expiration: 01/01/2021

Add

Status	Date	Calendar Version	Delete
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3. In the Institution field, choose the desired institution from the drop down list (e.g. **The University of California Los Angeles**), then click **Save**.

★ PC Console

Protocol No.: NEWWAVE2 Library: School of Medicine PI: Abdollahi, Niloufar Sponsor: Medtronic, Inc.
Protocol Target Accrual: 2000 Accrual To Date: 1 Protocol Status: OPEN TO ACCRUAL
UCSF Total Accrual Goal (Upper): 2000 IRB Expiration: 01/01/2021

Select Protocol: NEWWAVE2

Participating Institutions

Institution: Uses Research Center IRB? **Save** Cancel

Institution	IRB Last Renewal Date	IRB Next Review Date	Current Status	Status Date	Calendar Version	Delete
University of California San Francisco						
• University of California San Francisco						
• Mission Bay						
• Parnassus						
• Mt. Zion						
University of Pittsburgh						
• University of Pittsburgh	08/01/2020	07/31/2021			1	<input type="checkbox"/>
University of California Los Angeles	01/02/2020	01/01/2021	OPEN TO ACCRUAL	03/02/2020	1	<input type="checkbox"/>
University of California San Diego						
University of California						

Participating Networks

Description: Delete Select

Submit Clear Close

Lock Protocol

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4. Now the new institution appears in the Participating Institutions list.

Participating Institutions	
Institution	Coordinating Center
<ul style="list-style-type: none"> • Study Sites 	
University of California Los Angeles	<input type="checkbox"/>
University of California San Francisco <ul style="list-style-type: none"> • University of California San Francisco • Mission Bay • Parnassus • Mt. Zion 	
University of Pittsburgh <ul style="list-style-type: none"> • University of Pittsburgh 	<input type="checkbox"/>

Click the institution name hyperlink to enter the record and add the appropriate Study Sites

5. Click the Study Sites vertical tab and then click **Update**.

Protocol Institution: University of California Los Angeles

Protocol No.: NEWWAVE2
 Protocol Target Accrual: 2000
 UCSF Total Accrual Goal (Upper): 2000
 Short Title: ZZ_ApexNewStudyBuild

Staff	Study Sites
Regulatory Items	
IRB Reviews	
Consent Forms	
Documents	
Task Lists	
Study Sites	
Status	
PC Console	
Admin > Organizations	

Sponsor: Medtronic, Inc.

Protocol Status: OPEN TO ACCRUAL

Registered	Accrued
0	0
0	0

Update

6. Choose the Study Participant 1) and then click **Submit 2)** and then **Close 3)**.

Code	Name	Study Participant?	Registered	Accrued
UCLA	University of California Los Angeles	1 <input checked="" type="checkbox"/>	0	0
UCLACC	Jonsson Comprehensive Cancer Center	<input type="checkbox"/>	0	0

2 Submit 3 Close

7. The Study site now shows as a Study Participant

Code	Name	Study Participant?	Registered	Accrued
UCLA	University of California Los Angeles	Y	0	0

8. Click PC Console.

Protocol Institution: U
 Protocol No.: NEWWAVE2
 Protocol Target Accrual: 2000
 UCSF Total Accrual Goal (Upper)
 Short Title: ZZ_ApexNewStud

- Staff
- Regulatory Items
- IRB Reviews
- Consent Forms
- Documents
- Task Lists
- Study Sites
- Status
- PC Console**
- Admin > Organizations

The Study Site is now added to the Institution.

Participating Institutions	
Institution	Coordinate Center
<ul style="list-style-type: none"> Study Sites University of California Los Angeles <ul style="list-style-type: none"> University of California Los Angeles 	
University of California San Francisco <ul style="list-style-type: none"> University of California San Francisco Mission Bay Parnassus Mt. Zion 	
University of Pittsburgh <ul style="list-style-type: none"> University of Pittsburgh 	