

Protocol Builder

The Clinical and Translational Science Institute at Children's National (CTSI-CN)

Starter Guide



Welcome to Protocol Builder! We are delighted that you have chosen to use this novel, convenient tool for the development of your Investigator-initiated protocol. Below you will find a few tips that will help make registration and protocol development process as smooth and successful as possible.

Before you can begin using Protocol Builder:

- 1. Complete the Researcher Interest Form.** If you have not already done so, please complete the [Protocol Builder Researcher Interest Form](#). This brief survey not only serves as the initial step in obtaining access to Protocol Builder, but it also provides the Protocol Builder Support Team important information that is used to monitor usage and other research metrics. Upon completion of this survey you will be immediately directed to the dedicated CTSI-CN Protocol Builder webpage to register your username and password.
- 2. Complete the Registration Process on the Protocol Builder website.** Once you arrive at the dedicated CTSI-CN Protocol Builder webpage (immediately following a brief description of the tool) you will find a hyperlink leading to the registration section. After entering your First Name, Last Name, and your “@childrensnational.org” email address you will automatically be granted access to the tool.



Write better quality clinical research protocols in less time with less hassle:

- Develop protocols more easily with step-by-step guidance and expert tips
- Help ensure correct topics are included with 16 templates based on protocol type
- Streamline tasks with tools that automate time consuming processes, like creating the glossary and reference sections
- Improve adherence to IRB and regulatory standards with resources, including links to FDA information and required forms
- Help avoid multiple rounds of revision with checks for accuracy and completeness

Register Now

Enter your information below to register for your free Protocol Builder account. You'll need to use your @childrensnational.org email address

<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
<input type="text" value="Email"/>	

REGISTER NOW

Have questions using Protocol Builder?
Contact Jurrans Wilson at juwilson@childrensnational.org.

Using Protocol Builder:

3. **Accessing the Protocol Builder Home Page.** Once registered, you will be automatically directed to the Protocol Builder Homepage. Here you will find an assortment of features and icons:

Start a New Protocol – *The origin of the protocol development process*



Start a new protocol

Important News – *The home of all system-wide updates and new features*

Important News


NEW Feature: References Library

You can now upload your references library by going to your Profile and clicking References. You can then search and select citations while you're working on any of your protocols.

Get the details in the updated Tour and User Guide at the [Help Center](#).

The Navigation Center – *Direct links to various features such as Protocols (a list of all protocols under development within Protocol Builder that are linked to you), Contacts (a list of all affiliated writers/reviewers), Resources (location of commonly used research documents and forms), Profile (make changes to user profile), Reference Library (Export your references library from any references tool and then import into Protocol Builder to have your references available for use in any protocol), and Help (general troubleshooting).*



- 4. Take a Tour/Review User Guide.** Please visit the “Take a Tour” function and review the “User Guide.” These educational tools (found under the *Help* section ) will provide basic instruction and review each feature and its location within the Protocol Builder framework.

5. **Creating a new Protocol.** Once familiar with the Protocol Builder user interface you may begin creating a protocol. To do so navigate to the *Home* screen and select the *Start a New Protocol* icon. From here you will be able to name your protocol, select the Principal Investigator (and all associated staff), and select the Protocol Type. From here, Protocol Builder will guide you step-by-step through the protocol development process.
6. **Questions and Concerns.** In the event that you encounter any general questions or concerns while using Protocol Builder please feel free to contact Jurrán Wilson (juwilson@childrensnational.org; 202.476.2196). If you are experiencing any advanced technical issues please contact the BRANY Help Desk (844.563.1042; 9:00am to 5:00pm Eastern Time Monday through Friday).

PLEASE NOTE:

Protocol Builder serves as a template for protocol development. The protocol product created by Protocol Builder is not final and may be modified at the Investigator's discretion to suit Sponsor, IRB Network/Consortium, etc. regulations and requirements.

Thank you again for your interest in Protocol Builder. If you have any questions, please contact the Protocol Builder Support Team. We are always happy to help.

Wishing you great success with your research efforts,
The CTSI-CN Protocol Builder Support Team

