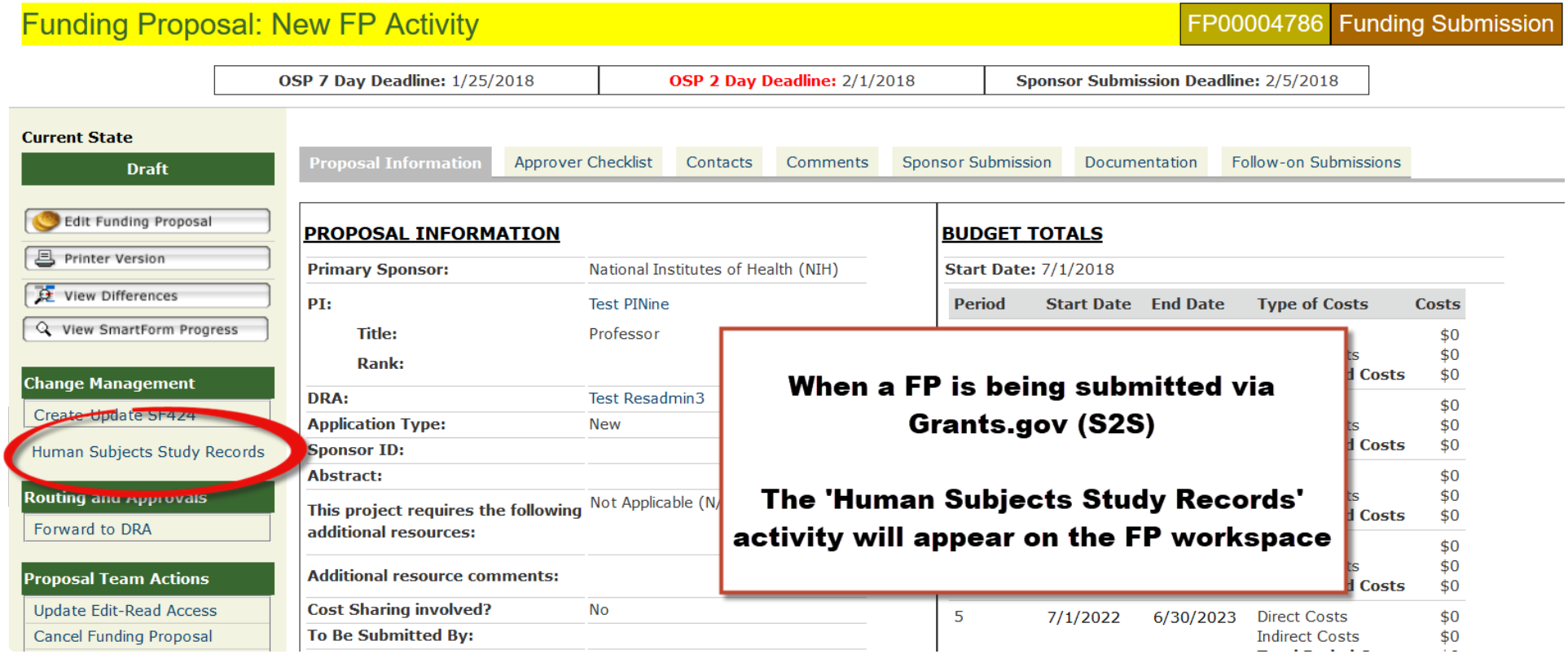
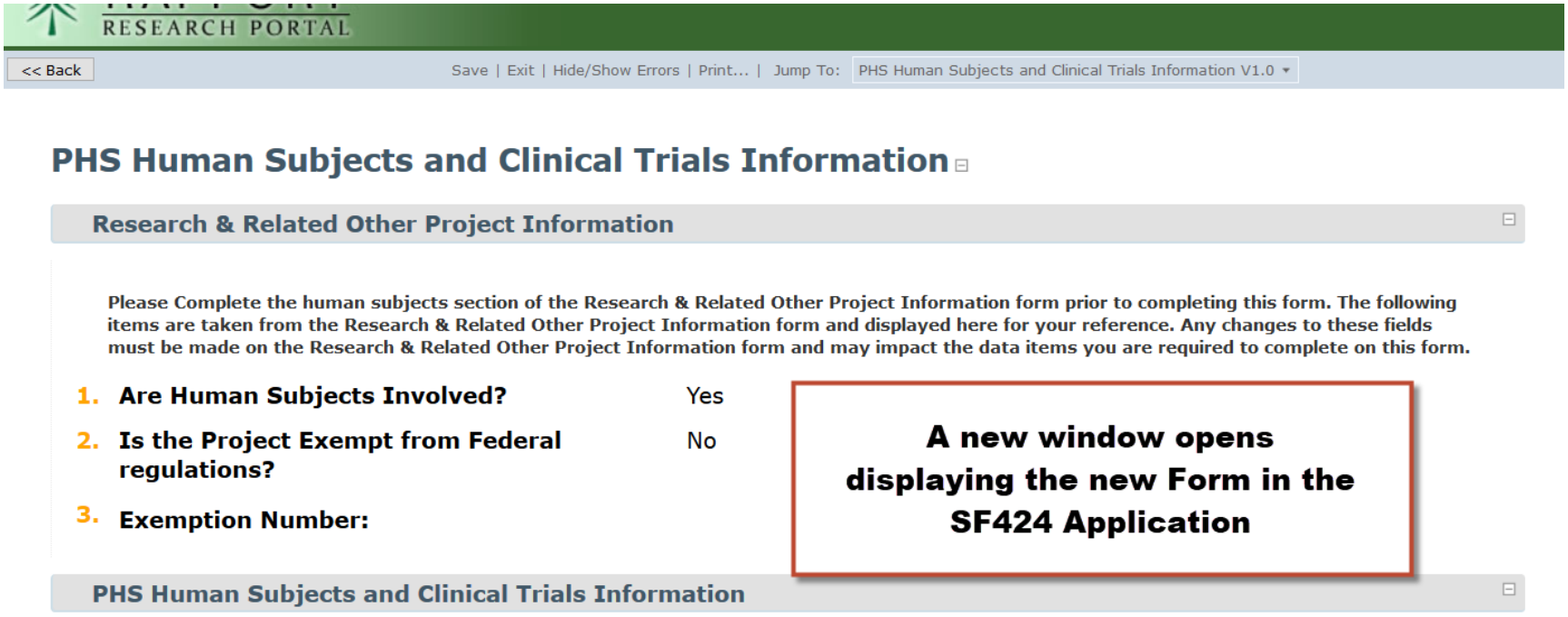
Human Subjects Study Records activity in RAPPORT

Easy data entry into the new PHS Human Subjects and Clinical Trial Information form located on the proposal workspace:

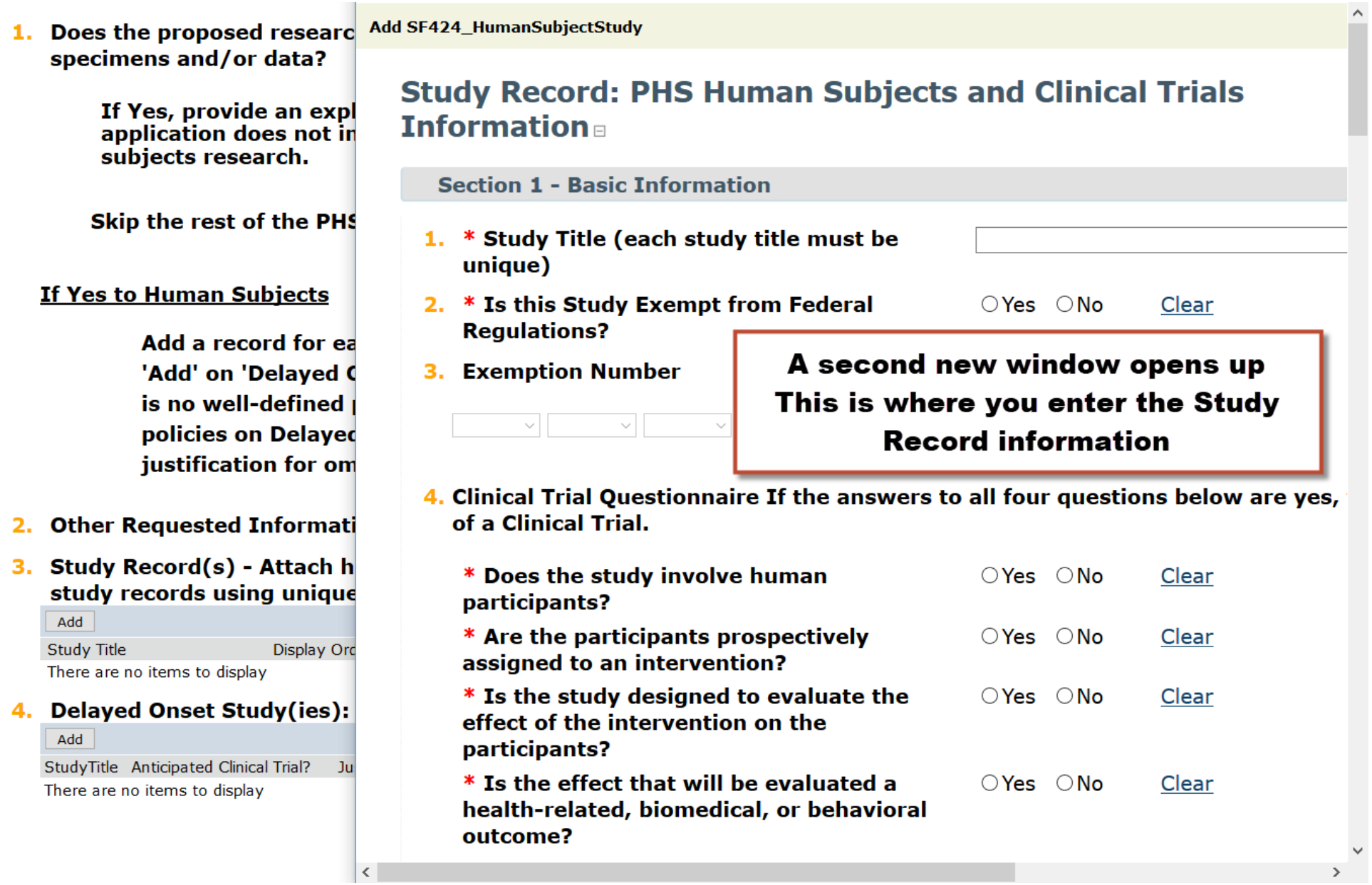


To complete Study Records in a SF424 application, simply click on this button and the PHS Human Subjects and Clinical Trials Information form opens for completion:



You can add Study Records here:

A second, new window opens and displays the new Study Record you are creating:



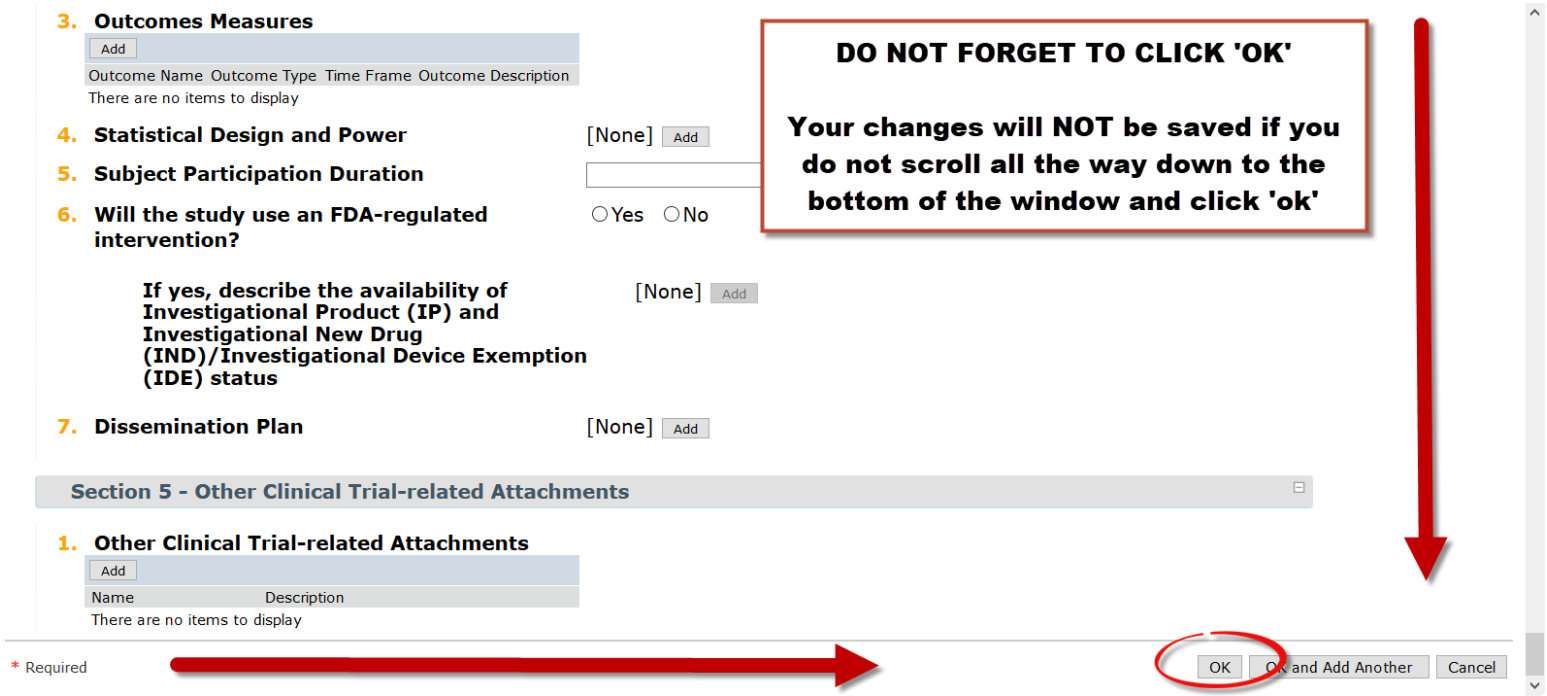
If you do not have all the information to enter for the study record, you can enter what you have and save your changes.

NOTE: **You must complete Questions 1-4 on the Study Record** before you can save your data entry and/or changes as these are required questions on the form.

BEST PRACTICE:

Open the Study Record window to Full Screen viewing. This will save you time when you need to look for the 'OK' button to SAVE your changes (see below).

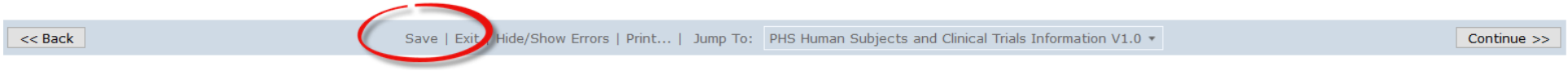
Remember to click 'OK' when you are done or your data entry will NOT be saved!



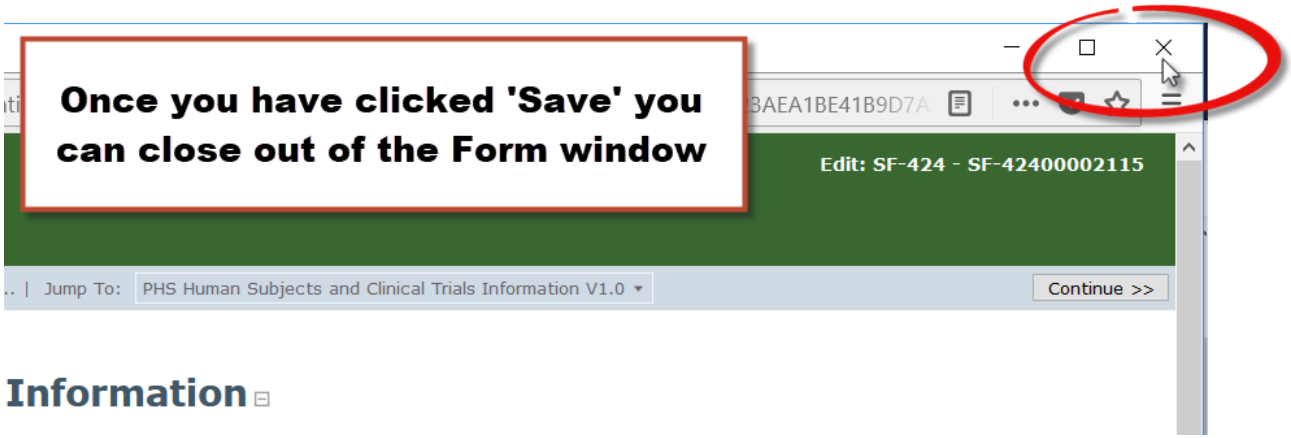
After clicking ‘OK’ you can add another Study Record or…

If your data entry is done, then click ‘Save’ before you close the browser window.

IMPORTANT: Your changes will NOT be saved unless you click ‘Save’:



Once you have saved your work, then you can safely close the browser window:



The Human Subjects Study Records activity **is available in all proposal states**, which means that even in a review state, this button will appear and users can click on it to complete the new form in the SF424.

This activity is available to all users who have access to the proposal in RAPPORT.