CalPROTECTS USER GUIDE

Helpful Tips

- In order for the CalPROTECTS system to work properly, you must **enable pop-ups** on your Web browser.
- **DO NOT** use the Web browser’s back button to navigate the system; ALWAYS use CalPROTECTS’ navigational tools and hyperlinks.

Registration

Registration is required to submit projects through CalPROTECTS. **The registration process can take up to three business days** as the submissions must be reviewed and approved by CPHS staff before you can log into the system. All users who will be working on the project can gain access to the CalPROTECTS system, but are **REQUIRED** to register separately to gain access. Each protocol requires **at least two users** to be registered to complete a Protocol or Request for Determination of Research: the Principal Investigator (PI) and Responsible Official (RO). If there are multiple PIs on the project, they must also be registered separately. Additionally, if you require research and administrative staff the ability to work on the protocol, they must also register individually. Each registered person is required to complete their own registration. It is not permissible for a coworker or staff members to register.

1. To register, visit our website at: [https://cphs.keyusa.net/](https://cphs.keyusa.net/). Then, click on the “Register” button, as (see below).
2. When the New User Registration screen appears, enter the information as indicated. *CPHS strongly encourages users to use their permanent e-mail address as their User ID.* This will assist you to remember the User ID during future submissions.

3. Enter your registration information. **NOTE:** Not all fields are required for registration.

a. **First and Last Name:** Enter your full, legal first and last name.

b. **Salutation:** Enter the appropriate salutation (e.g., Dr., Mr., Mrs.)

c. **User ID:** Use an e-mail address or other identification that is easily identified by your staff.

d. **Job Title/Designation:** Enter your job title at the institution where you will be conducting the research.

e. **Degree:** What degree(s) you possess, you can be general (PhD) or specific (PhD in Behavioral Sciences).

f. **Department (if applicable):** Select your department if you are able to locate it on our list.

g. **Organization (if applicable):** Select your organization if you are able to locate it on our list.

h. **E-mail:** Enter the e-mail address where you would receive all communication associated with this project. Example: e-mail address at the institution where the research is conducted.

i. **Phone:** List your full phone number including area code. (Only numeric values will be accepted). If you have an extension, it may be entered in the second field (where you see 000 entered above).
j. **Fax:** Enter a valid fax number where documents can be sent, if needed, at your institution. Use dashes between the area code, prefix and number (e.g., 000-000-0000).

k. **Complete Address:** List your complete address (see below). You do not need to designate a country if you are located in the United States.

l. **Word Verification:** Be sure to carefully enter the word verification (see below). If you are not confident with the letters, click the “Try a new code” button.

4. Once the page is completed, click “Submit” to complete your registration. You will be redirected to a browser page that includes the following message:

   “Thank you for requesting New User Registration with CalPROTECTS. Your login details will be mailed to you after your application is reviewed by the Administrator and approved.”

5. After you submit your registration request, an automated e-mail is sent to you. If you do not receive an automated e-mail, check your junk mail folder and add an exception for e-mail from cphs-mail@oshpd.ca.gov. Contact your site or network administrator for instructions.

   If you do not receive an e-mail confirmation of your registration request, you may have entered your e-mail incorrectly. Contact CPHS at (916) 326-3660 or cphs-main@oshpd.ca.gov and
request that CPHS staff change your email address. You should provide CPHS with the following information in messages or e-mail correspondence: first and last name, phone number, and corrected e-mail address.

6. Once CPHS staff completes their review and verification of your registration request, you will receive two e-mails:
   - The first e-mail will contain a confirmation that you have been added to the CalPROTECTS system. This e-mail will also include your login ID. Keep a copy of this e-mail for future reference.
   - The second e-mail will contain a temporary password.

7. Log into the CalPROTECTS system with your temporary password. You will be prompted to enter a new password and select a security question (see below). Note: password ID is case sensitive.

8. Congratulations! Your registration is complete.

**Determination of Whether Project Requires CPHS Approval**

If your project requires CPHS approval, refer to the CPHS Instructions for Researchers at [www.oshpd.ca.gov/Boards/CPHS/researchers.html](http://www.oshpd.ca.gov/Boards/CPHS/researchers.html). After reviewing this information, you may need to submit a request for Determination of Not Research/Exempt Research by following the following steps:
I. Both the Principal Investigator (PI) and Responsible Official (RO) for the project must be registered and have obtained a user ID and password for the CalPROTECTS system. For further information on how to register and initial log in procedures, please see a previous section titled Registration.

II. Log into the CalPROTECTS system by visiting https://cphs.keyusa.net/ and enter the user ID and password that you received when you registered. You will be directed to a homepage shown below. Click on the “Create Protocol” button (see below).

III. You will be directed to the Create Protocol page.
   1. Study Title box: Complete the study title into the greyed out box with the actual title of the study to which you are applying for a determination.
   2. IRB box: Select the radio button (the small round button) next to the text “Determination of Not Research/Exempt Research” (see below).
3. **Principal Investigator**: If the person COMPLETING the project on CalPROTECTS is the Principal Investigator (PI), the Principal Investigator information will populate and no action is necessary. However, if the information is displaying incorrectly or if someone other than the PI is INPUTTING THE PROJECT, then click on the search button indicated in the picture below.

4. **Searching for a PI**: After clicking the search button, a pop-up window appears (see next page). In order to search for a PI, enter their User ID if it is known. If the User ID is unknown, enter the First Name or Last Name. Once you have entered this information, click on the “Find” button.
5. **Selecting a User:** Once you have selected the “Find” button, a list of registered users will appear (see below). The list may contain a variety of names. Find the correct user by the information provided (User ID, User’s Name, Title, Department, and E-mail) and select the radio button next to the name of the PI. Then select the “OK” button (see below).
6. **Responsible Official**: A responsible official must be named in the protocol. Repeat steps 3-5 with the content under the Responsible Official heading to select a Responsible Official.

7. **Create Protocol**: Once a Responsible Official has been selected, select the “Create” button at the bottom of the page.

IV. Once you have a protocol, another pop-up window will appear (see below). Complete the protocol information for each of the sections listed on the left navigation bar (e.g., Personnel Information, Vulnerable Population). At the top of the protocol, the type of protocol, Protocol Title, and Protocol ID will appear. It is important to note the “Spell Check,” “Help,” “Save,” “Close,” and “Next” buttons.

1. **Personnel Information**: In this section enter additional information for all personnel associated with the project.
   a. **Note** as described in the Registration section above, every member of the personnel staff listed on the project must be registered before they can be added to the project.
   b. If there is supporting personnel, their information is entered in this section at this time under one or more of the following headings: Co-Principal Investigator, Administrative Contact, and Other contact. For each individual you wish to add, select the search button and follow instructions in the previous section.
   c. Once all personnel information has been entered and verified click on the “Next” button (there is a “Next” button at both the top and bottom of each page).

2. **Vulnerable Population**: For Determination of Research, Vulnerable Population is not needed. In order to proceed with submission, select “Not Applicable,” then proceed to General Checklist.

3. **General Checklist**: Indicate whether you are requesting Not Research Determination, Exempt Research Determination, or both (see below). Also, select the type of institution you are
4. **Protocol Information**: Once you begin inputting the details on your study, you will be asked questions about the nature of your project and why your project is either not research, exempt research or both.

**New Protocols**

Once you have registered and logged into the CalPROTECTS system, you may begin working on a protocol.

1. To create a new protocol, click on the “Create Protocol” button near the top of the login screen (see below).
2. You can Clone protocols to create a new project that is very similar to an existing protocol.
3. Select “Social, Behavioral and Education Research Non-Medical Full Board” after entering the title of your project.

4. Ensure all project personnel have registered in order to properly complete the following sections.
5. When selecting a user for each role, click on the binoculars to the right of each name and a pop-up will appear enabling you to search for the correct user account to tie to the protocol. Once the correct person has been found, select the user account and click ‘OK.’
a. Note the two required personnel, denoted by an asterisk, are Principal Investigator (PI) and Responsible Official (RO). The RO can be a department head or organization leader, any official overseeing the project.

6. Once all applicable personnel are entered, select the ‘Create’ option to begin working on your protocol.

7. Your protocol will appear at the top of your dashboard page. Select the link to the new protocol ID to begin updating it. You will be given the option to View or Edit your protocol when the protocol ID appears on the website. Once a protocol is submitted to CPHS, only the View mode will be available.
8. Once in the protocol confirm that all of the contact information is accurate and select ‘Next.’
   a. The protocol can be navigated by either selecting the ‘Next’ or ‘Previous’ arrows, or by selecting different sections from the left-hand column.

9. Enter your ‘Vulnerable Population’ and ‘Study Location’ information as it applies to your project. If you have selected one or more of the ‘Vulnerable Populations,’ be sure to include the corresponding checklist form in the Attachments section (see Instructions for Researchers for more information). Continue on to the Attachments section. This is the section of the protocol process which will allow you to indicate your project type. Once you select your project type, all other options will be greyed out and you can move on to the next section.
a. Note your left-hand column has a few more options after selecting the project type which you can see below.
10. If the project is funded, ‘Add’ the information or select ‘None.’
   a. If you select ‘None,’ the option to add funding information will disappear.
11. Once you begin inputting in the protocol information you will be asked a series of questions about the nature of your project. Fill out the information as completely include the “Original Protocol Number” for projects approved prior to April 2012.

CalPROTECTS will automatically generate a new project number. This project number is to be used on all future correspondence with CPHS staff and Committee Members.
12. Continue through protocol sections 1-10 and check the appropriate comments under section 11: **Conflict of Interest**. To view the topics for each section, hover your cursor over the page icons at the top of the screen.
13. Continue through sections 12 and 13, adding documents for Informed Consent and Assent, if applicable. Once you have read section 14 and answered all three questions related to HIPAA, if you have answered ‘Yes’ to any of these questions, the you are able to add HIPAA Background.

14. Once the protocol has all of the information relevent to the study entered, you can attach all required project documents in the ‘Attachment’ section.
   a. These documents can be uploaded in any rendition of Microsoft Word(.doc/.docx) or Adobe (.pdf).

   b. If a specific category of attachment was indicated earlier in the protocol, you must attach that document with the correct **Document Type**. Otherwise, attach documents without explicit categories under “Other supplemental documents”
15. Once the protocol is completed, the PI and RO must review the Obligations boxes. **Note:** Both boxes must be checked.
16. Select “Check for Completeness” from the left column and a pop-up will indicate if you are missing any aspect of the protocol. Note, you must have pop-ups enabled for this feature to work successfully.

![Image of CalPROTECTS interface](https://example.com/calprotectsInterface.png)

- The most common problem with checking for completeness is accidentally entering something as an attachment under the wrong heading. Ensure that attachments are labeled correctly.

17. After the protocol is complete, “Submit” your protocol for CPHS review. Once a protocol is submitted to CPHS it cannot be changed by the researcher. Unless it is returned by CPHS staff or reviewers (CPHS committee members) for amendments (revisions).

- You can check the status of your project periodically on your dashboard (directly after logging in). Note if the reviewers need further clarification on your protocol. They may leave you a Comment on CalPROTECTS which will generate an automated email stating you have received Comments. You should have the ability to log into the system and click on the link under ‘Protocol Event’ to respond to any comments requiring attention.
**Continuing Renewal Projects**

For the first year of the online system, all projects are required to follow the steps for “New Protocols” above. Note you will be asked for your project’s “Original Protocol Number”. If you enter the “Original Protocol Number” will indicate that your project is a continuing renewal.

If you have any questions or comments, please contact CPHS at 916-326-3660 or by email at cphs-mail@oshpdc.gov.

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