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 beginning your first protocol as simple 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 receive additional information regarding how to access your account.

2. Obtaining Your Username/Password. Please note, that as of Monday, September 16th, 2019, the procedure for obtaining your Protocol Builder username and password has changed. Please see below for detailed information:

   If you ARE a Children's National employee:

   Using Internet Explorer, please visit -
   https://app.protocolbuilderpro.com/register/childrens-national*

   Here you will be able to sign in automatically using the "LOGIN" icon in the upper-right corner of the page. This ability is supported by Single Sign On functionality and uses your institutional username/password (see below).

   If you wish to use a different browser, please complete the same process as above using your desired web browser and manually enter your institutional username/password.

   *It is recommended that you bookmark this website for easy reference.
For ease of access, you can also open Protocol Builder via the Citrix Receiver icon - - in your bottom-right Windows toolbar. Once open, simply select the Protocol Builder Pro icon (see below).
If you ARE NOT a Children’s National employee:

Your Protocol Builder account will need to be generated manually by a system administrator. Please contact Mr. Jurran Wilson (juwilson@childrensnational.org) using the subject line "Protocol Builder - External Account Request"

Your username/password will be generated and provided via email within two (2) business days.

Once you have received your username/password you will be able to login at the following website: https://app.protocolbuilderpro.com*

*It is recommended that you bookmark this website for easy reference.

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

   Important News – The home of all system-wide updates and new features
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 Mr. Jurran 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 Institutional, Sponsor, IRB, 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