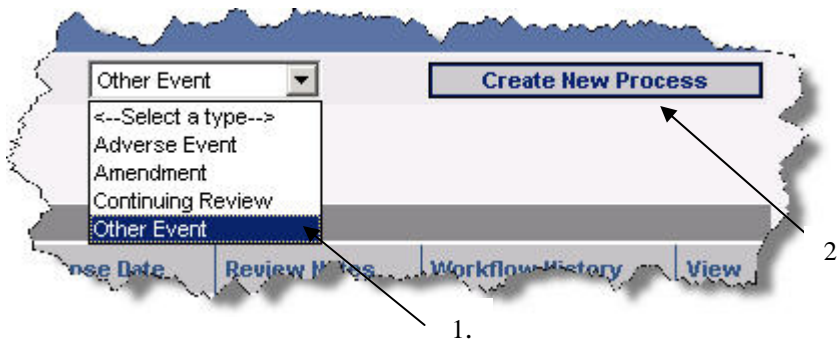


SUBMITTING A NEW OTHER EVENT

1. Login to the Partners network
2. Go to the following web page: <https://insight.partners.org>
3. Enter your Partners user name and password to login to Humans/eIRB.
4. Click on the **go to Humans** button.
5. Click on the protocol title you need to submit for.
6. Click the type of submission you would like to complete for the protocol (see 1 below), then click the **Create New Process** button (see 2 below).



7. Complete the form and click the **Save** button
8. Click the 'Submission' tab



9. Click the **Run Application Review** button to validate that all required fields contain data and that all required attachments have been uploaded or checked as being sent by 'Hardcopy.'
10. If there are no errors, click the **Submit** button. If there are errors, address each one and when done, rerun the application review. Repeat until all errors are resolved.
11. Click the **Submit** button