Thank you for your interest in submitting a protocol for review by the Protocol Review and Monitoring Committee. Please follow the steps below to complete your submission.

**Step 1:** Please complete each field on the Protocol Submission Form. Each data field will provide valuable information to help PRMC understand how to classify and review your study.

**Step 2:** Follow the steps below to enter your new study into the Velos CTMS. Many of the data fields you will need may be found on the Protocol Submission Form.

- Log in to your Velos Account

- If you do not have a Velos account, or if you need updated Velos permissions, please contact SCC-PRMC@ouhsc.edu. We will be happy to assist in troubleshooting.

- To add your study to Velos, find the Manage tab in the top left corner. Under the Studies heading, select New.

- Enter details for your protocol onto the study summary tab.

**Step 3:** After your study has been entered into Velos, please send the Protocol Submission Form and all relevant attachments to SCC-PRMC@ouhsc.edu. Your submission will be processed.

*If you have any questions, please contact SCC-PRMC@ouhsc.edu.*