



# kuali

## RESEARCH PROTOCOLS

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A look at the tools and management features in the Protocols module.



At Kuali we understand that you live in an ever-changing landscape of new regulations, changing policies, and evolving guidelines. Our job is to help you easily and effectively navigate the myriad obstacles you face every day to properly and efficiently manage the protocols associated with the research happening within your institution. Keep reading, and we'll walk you through the various features of our Protocols modules, part of our Compliance Suite within Kuali Research software solutions.

You can find this and other resources as well on our website at **Kuali.co**.





# Kuali Protocols

We've put human and animal protocols in one place to make it easy to use by researchers. Our software is modular so you can implement IRB or IACUC or both. IRB and IACUC Protocols are part of the Kuali Research suite that also includes Conflict of Interest/Conflict of Commitment (COI/COC) and Sponsored Programs.



## DESIGN YOUR FORMS

Kuali Form Designer allows you to build forms and processes tailored to your institution's policies and procedures. Add specific instructions, hyperlinked references, field-level help text, and branching questions to guide the researcher completing their protocols.

When designing your forms, you can choose from a robust set of data-entry elements, layout choices, question branching, and validations. For example, you can create lists of options to choose from, provide open areas for text, create drop-down menus, or an option to attach files.



## ● SAMPLE OF OPTIONS IN FORM BUILDER

- Text area
- Rich text
- Check boxes
- Radio buttons
- Drop-down menu
- Date picker
- Number input box
- File attachment
- Training
- Funding source that pulls proposal and awards from Kuali Sponsored Programs



## ● STEP-BY-STEP GUIDES

We know that the software needs to be used in order to be beneficial. Kuali puts a premium on developing software that is intuitive and easy to use. Conflict disclosures are an important part of keeping institutions compliant. There are a number of features we use to keep the process easy to follow and result in more complete and accurate information collected in an efficient way.

## ● CONFIGURED FORMS

When each reporter logs in, they will see a form configured to reflect the specific information that is required of them based on their financial interests, outside professional activities, and research projects. And more importantly, they won't see sections that don't apply to them.

## ● FULL PROTOCOL LIFECYCLE

Manage your protocol from creation through review, approval, amendments, renewals, reportable events, and to closure. The user can easily navigate through versions of the protocol over its lifecycle. The Activity Log records actions taken throughout the life of the protocol.

## ● COMMITTEES AND MEETINGS

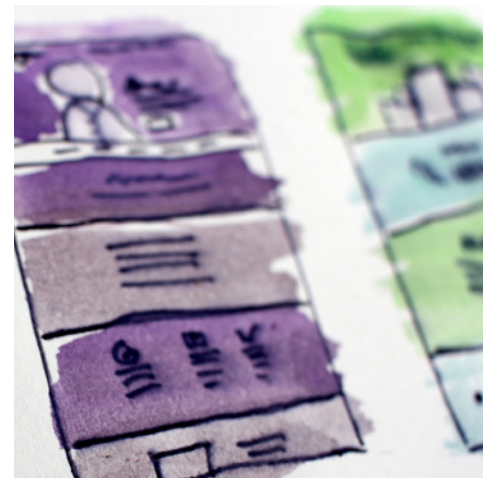
Manage committees easily. Share agendas, meeting minutes, and correspondence directly from the software.

## ● NOTIFICATIONS

Configurable notifications are available for renewal reminders, expiration reminders, and expirations. Notifications stop being sent after the protocol renewal is submitted. Action-triggered notifications are available for approvals (of amendments, renewals, and protocols), submissions, required revisions, disapprovals, review of assignments, and other key actions.

## ● ATTACHMENT MANAGEMENT

Configure and apply watermarks to PDF protocol attachments to stamp protocol status and relevant dates (e.g. approval and expiration dates). The watermark for not approved or no longer approved protocols clearly indicates that the associated attachments are not an active version. Administrators are able to add any required administrative attachments to each protocol, so all documentation is stored together.



## RESEARCH INTEGRATION

Benefits can stretch outside of Kuali Protocols if it is integrated with Kuali's Sponsored Programs as part of the full Research Suite. Proposals and awards can be configured to be populated into Protocols to track funding sources and congruence reviews, saving the researchers data-entry burden and increasing quality.

# Efficient Review

Every good process allows for review and revisions. Kuali has set up an efficient review process that is designed to be clear on what actions are needed during the process. And because everything is kept within the software, the different versions are organized and easily identified and no emails are missed. There are several features that help make the review process smooth.

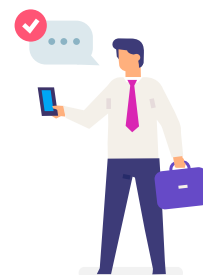
## REVIEW FILTERS

Researchers, administrators, reviewers, and department staff are able to configure their own dashboard to filter exactly the types of protocols they need to work on or track regularly. These filters can be saved so these disclosure lists are readily available for review or other actions.



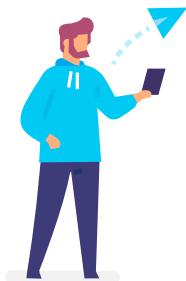
## COMMENTING

The commenting feature facilitates communication among administrators and reviewers. As reviewers go through disclosures, comments can be added to specific spots in the document and they can recommend dispositions at project and project-entity levels. When the disclosure is sent back to the reporter for revisions, it is very clear what actions need to be taken.



## SHOW CHANGES

A “Show Latest Changes” feature allows the user to see specific changes across sequential versions of a protocol. This feature allows reviewers and administrators to easily see changes made in response to reviewer comments or changes proposed in an amendment.



## REVIEW CHECKLIST

Configurable review checklists guide reviewers and documents the review of the protocol to help ensure reviews are complete and consistent based on the review level, study type, or other aspects of the protocol.



# SAAS

- Kuali is a cloud-based software-as-a-service. We watch and anticipate regulatory and policy changes, and are able to act quickly in response to such changes. We do continuous delivery of new features and updates as they are ready. You are able to decide when these features are rolled out in your system, but you're always able to work with the latest version, without waiting for time-consuming and costly annual upgrades.



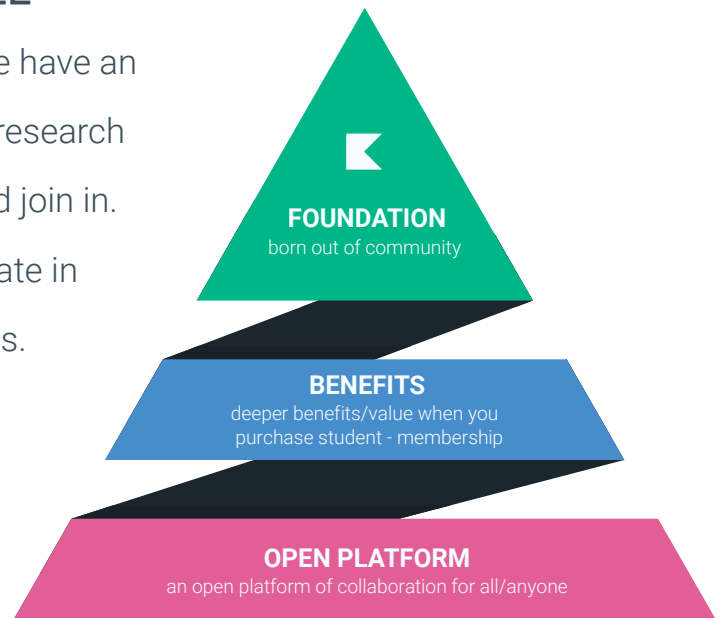
# Join our Community

## ● OPEN COLLABORATION FOR ALL

We believe in the power of collaboration. We have an open platform for any and all involved with research administration and compliance to come and join in. You don't have to be a Kuali user to participate in conversations, ask questions and offer ideas.

## ● FULL SUPPORT FOR SUCCESS

When you purchase Kuali's Research software, you can attend our user conferences, participate in Kuali Research User Groups in which customers share experiences and best practices, as well as get the opportunity to give direct feedback on feature development and future R&D.



## Community of Collaboration

### KUALI FOUNDATION

When you become part of the Kuali Community, you join the decades-long history of collaboration and innovation of the Kuali Foundation. The foundation provides a group of diverse voices working to innovate with a focus on the mission of higher education: teaching, learning, and researching.



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We invite you to learn more about Kuali and how  
we can impact your protocol processes,  
please contact [ask.kr@kuali.co](mailto:ask.kr@kuali.co)



[kuali.co](https://kuali.co)