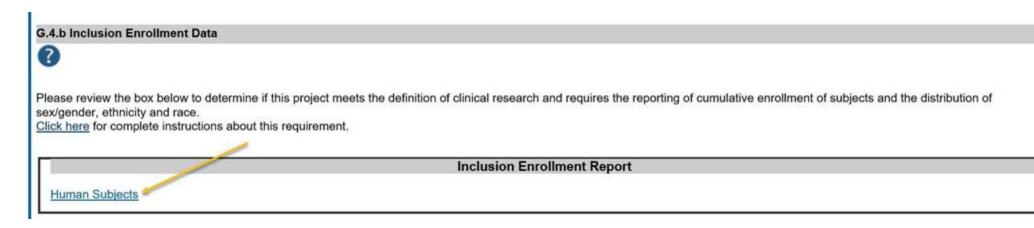
Follow these steps to access and complete the inclusion enrollment report as part of Section G of the RPPR:

Click on the Human Subjects link on tab G.4.b. Inclusion Enrollment Data of the RPPR:

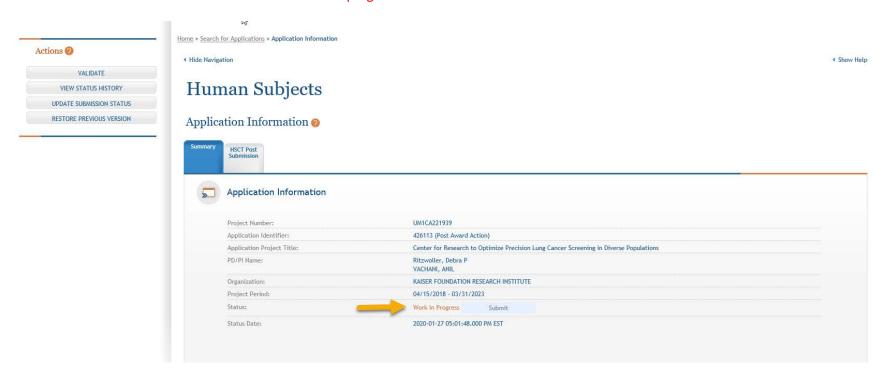


It will bring you to this screen:

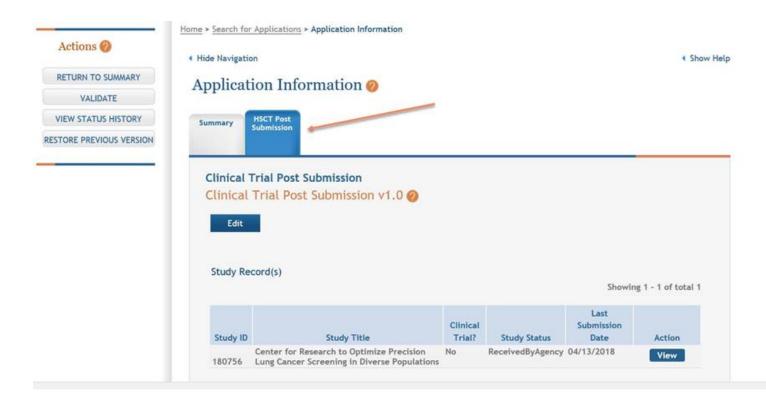
- > On the Summary Tab, the status will show as "submitted." Click on the "Update Submission Status" button on the left-hand side of the screen.
- > Then, click on the "Select the new status" drop down and select "work in progress."
- Finally, click the hyperlink that says, "or continue without adding a comment."



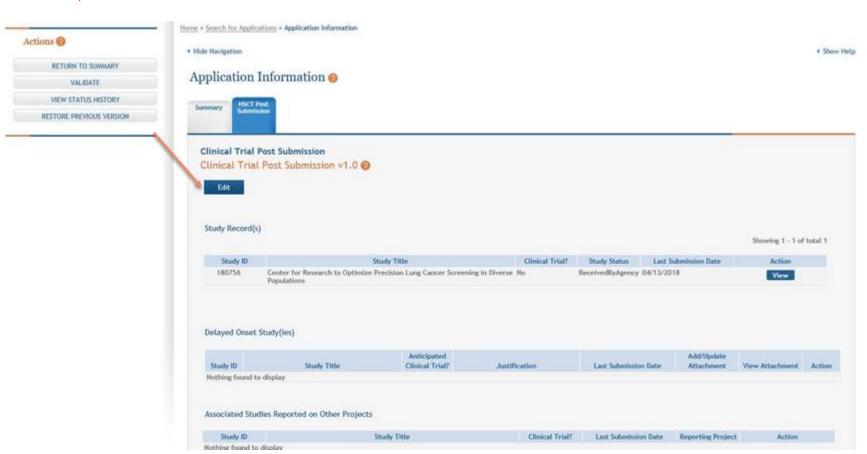
The screen will refresh and show the Status as "work in progress" as shown in the below screenshot:



Now, click on the tab that says: "HSCT Post Submission":

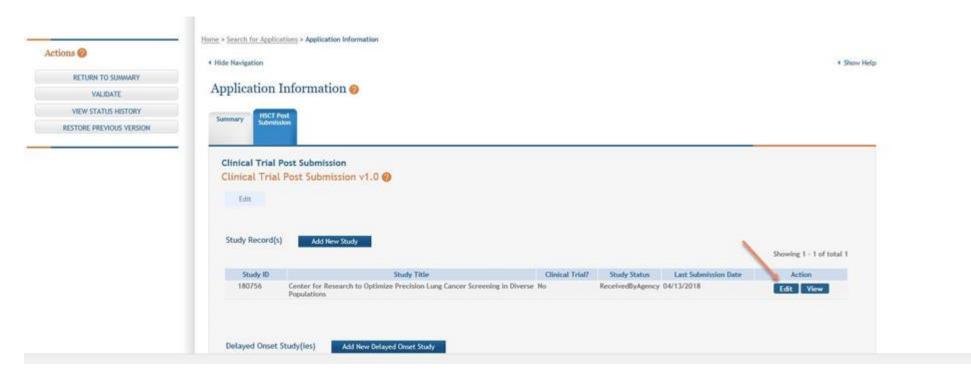


> Then, click on the edit button:



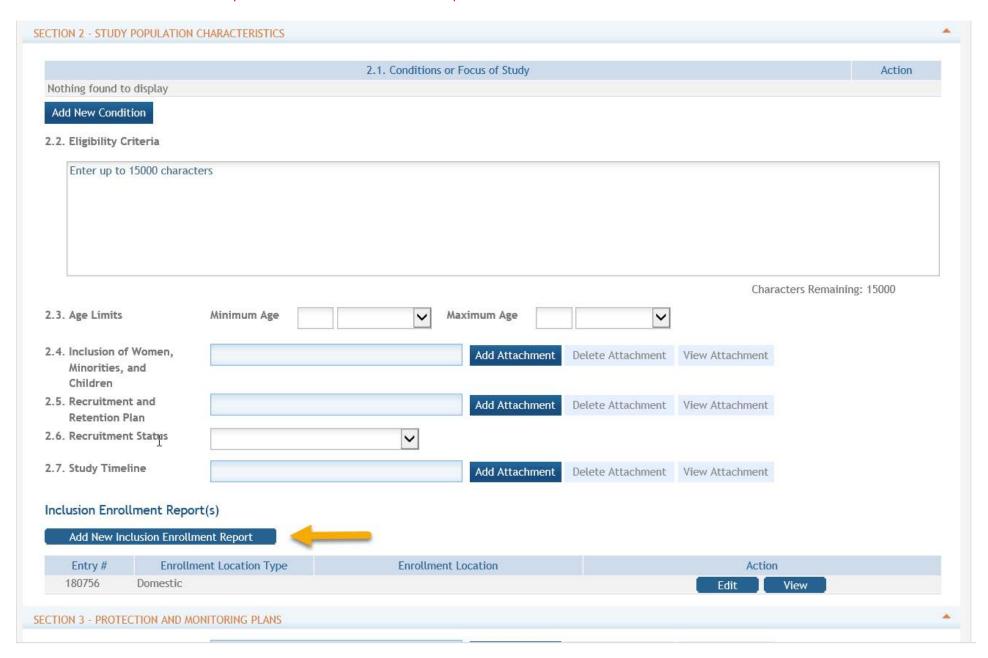
The screen below will appear:

Click the edit button on that screen.



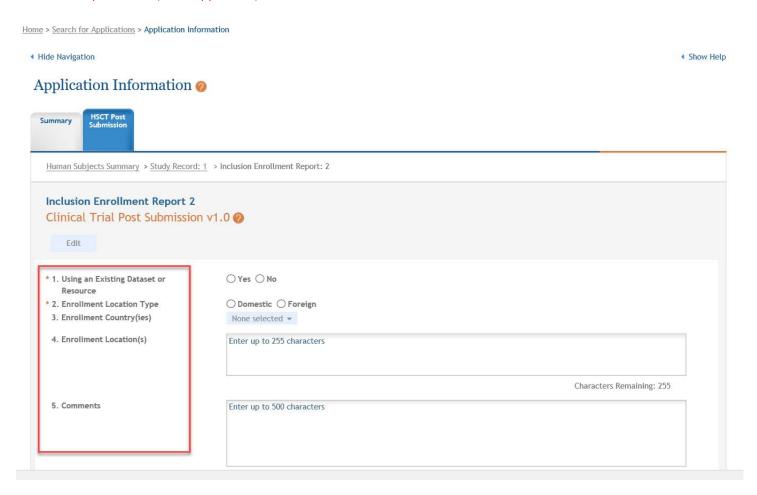
The study record screen will open:

- > Scroll to "Section 2: Study Population Characteristics" where it says: "Inclusion Enrollment Report(s)".
- > Click on the blue box that says "Add New Inclusion Enrollment Report."



It will then open up the screen where you will complete "Inclusion Enrollment Report 2":

➤ Complete #1-5 (3-5 if applicable) as shown in the screenshot below:



> Then scroll down and enter the enrollment numbers into the table entitled: "Cumulative (Actual)":

Cumulative (Actual)

					Ethnic Ca	ategories				
	Not H	lispanic or Lat	tino	His	panic or Latin	10	Unknown/I	Not Reported	Ethnicity	Total
Racial Categories	Female	Male	Unknown/Not Reported	Female	Male	Unknown/Not Reported	Female	Male	Unknown/Not Reported	
American Indian/Alaska Native	0	0	0	0	0	0	0	0	0	
Asian	0	0	0	0	0	0	0	0	0	
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0	0	0	
Black or African American	0	0	0	0	0	0	0	0	0	
White	0	0	0	0	0	0	0	0	0	
More than One Race	0	0	0	0	0	0	0	0	0	
Unknown or Not Reported	0	0	0	0	0	0	0	0	0	
Total	0	0	0	0	0	0	0	0	0	

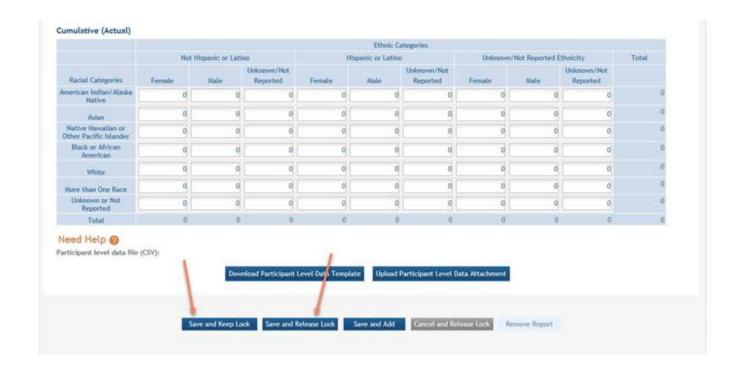
Instructions for Participant Level Data Upload @

Participant level data file (CSV):

	Download Participant Level Data	Template Upload P	Participant Level Data Attachme	ent
Save and Ke	eep Lock	ck Save and Add	Cancel and Release Lock	Remove Report

Depending on the status of your entries: if they are complete, you're still working on them, or you need to add an additional inclusion enrollment report, use the guidelines below to determine which button to at the bottom of the screen when exiting:

- If you plan to make further edits after making some entries, scroll to the bottom of the screen and click the "Save and Keep Lock" button. This will keep the form open for further edits.
- If you enter the information on the table and are now finished, click the "Save and Release Lock Button."
- If there will be multiple inclusion enrollment reports, click the "Save and Add" button if there will be multiple pages of forms.



Once you are done and the report is ready for submission, you must update the submission status:

- > To do this go to: "Update Submission Status" tab on the left-hand column of the main screen.
- Click "Update Submission Status."



- Then, click on the "Select the new status" drop down and select "ready for submission."
- Finally, click the hyperlink that says, "or continue without adding a comment" or you may also choose to indicate in the comment box, "the report is ready to be submitted to the sponsor." If you choose to enter a comment, click the blue "Add comment" button once you are done.

The status will then update on the Summary Tab to "Ready for Submission." This will allow the Signing Offical to access it and submit it on your behalf.

