

## **GUIDELINES FOR ELECTRONIC SUBMISSIONS - VIA EMAIL**

A method for the electronic submission of protocol registration documents via email is in place to provide clinical research sites (CRSs) an alternative method to submit their registration documents in addition to the Division of AIDS (DAIDS) Protocol Registration System (DPRS).

Starting May 1, 2010, DAIDS network CRSs are required to submit protocol registration materials to the DAIDS Protocol Registration Office (DAIDS PRO) through the DPRS. Information on the DPRS and how to request a user name and password is available at <https://rsc.niaid.nih.gov/clinical-research-sites/daids-protocol-registration-policy-and-procedures-manual>.

However, if a CRS encounters problems when submitting protocol registration materials through the DPRS, a CRS can submit protocol registration materials via e-mail to the DAIDS Electronic Protocol Registration (EPR) mailbox at [EPR@tech-res.com](mailto:EPR@tech-res.com). The DAIDS Protocol Registration Checklist must accompany every submission made to the DAIDS PRO through the EPR mailbox. Documents submitted for review through the EPR mailbox without a checklist will not be processed.

The following information is a guide to assist CRSs when submitting registration materials via email to the EPR in order to ensure successful submission to the DAIDS PRO.

- 1) The official e-mail address for EPR is [epr@tech-res.com](mailto:epr@tech-res.com). This e-mail address is only for submission of registration materials that could not be submitted to the DAIDS PRO via the DPRS. There is a separate e-mail address that should be used for questions and daily correspondence with the DAIDS PRO. Refer to the DAIDS Protocol Registration Manual for contact information for the DAIDS PRO.
- 2) Items with an original stamp or signature must be scanned.
- 3) The size of the e-mail, including the attached documents, should not exceed 10 Mb. If the attachment(s) being submitted is > 10 Mb then the attachment(s) should be split and sent as 2 separate files. The subject line, in addition to the standard format specified below, should reflect Attachment 1 of 2 and Attachment 2 of 2 etcetera, so it can be determined that there are multiple files being submitted to complete the submission.
- 4) The following are the only acceptable document formats for EPR submissions:
  - **Microsoft Word**
  - **Word Perfect**
  - **.PDF**
  - **.TIF**
  - **.ZIP**

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The DAIDS PRO is not able to accept any documents via email that do not meet these specifications. Each attachment should be labeled with the protocol ID number, CRS ID number, and the type of submission (i.e. "Initial Registration").

NOTE: The subject line must accurately reflect the submission being made. Do not send the scanned documents from a document center copier if you are unable to alter the subject line.

5) Materials submitted through the EPR mailbox will be issued a confirmation of submission notification. The registration documents will be uploaded into the DPRS to be processed.