Creating a New Application

With the PI and study staff user role, you can create a new study application by using the button on your personal folder. By clicking on this button, you will be taken to a new application and asked to fill in the identifying information for this project.

1. Log into PHIRST. From your PI and study staff personal folder, click the button on the left hand side of the screen.

   The first application screen of the project appears. The CHR# will be assigned once the first screen is saved.

2. Enter in the required fields marked with a red asterisk*.

   ➢ Note: Some fields that are not marked with a red asterisk are required to be completed prior to final submission of the application. Complete all appropriate fields and use the Hide/Show Errors feature to validate the application.