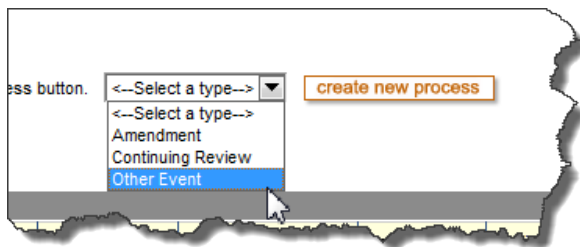


## SUBMITTING A NEW OTHER EVENT

1. Login to Insight: <https://insight.partners.org>
2. Enter your Partners user name, password and click the **Login** button.
3. Click on the **go to Humans** button.
4. Click on the protocol title you need to submit for.
5. Click the create new process pull down and select 'Other Event'



6. Click the **Create New Process** button.
7. Complete the form and click the **Save** button
8. Click the 'Submission' tab



9. If there are no errors, click the **Submit** button. If there are errors, address each one and when done, rerun the application review. Repeat until all errors are resolved.
10. Click the **Submit** button