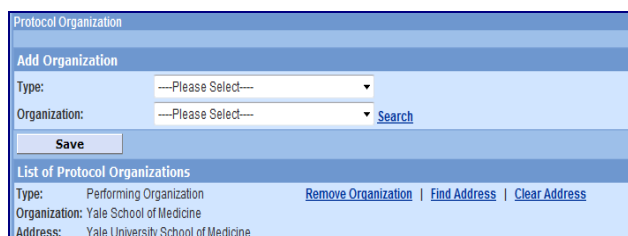


1. Click on the **Organization** link.



The **Protocol Organization** screen displays:

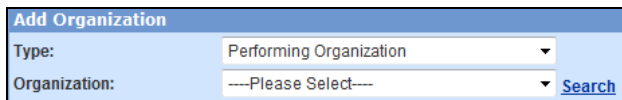


2. Yale University School of Medicine defaults as the Performing Organization. If no other organizations require listing hit **Save** and proceed to the next menu item.

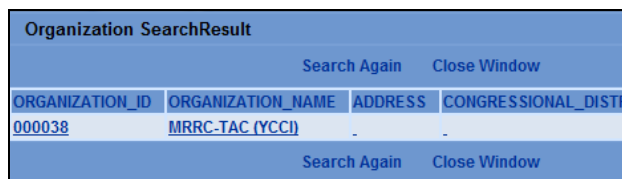
Note: You need to add additional organizations to ensure some oversight committees and authorities that review the protocol receive the submission for their review. (thus eliminating the manual approval process).

3. Click on the drop down menu for **Type** and choose **Performing Organization**.

4. Click on the **Search** link next to Organization.

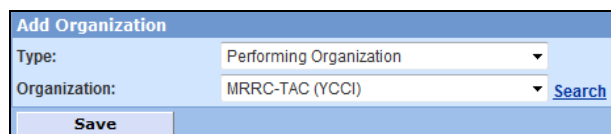


5. In the **Name** field, enter the name of the Organization with * on both sides of the word (this is known as a wild card). In this case, we'll search for MR TAC. Click **Search**. The search results display:



6. Click on the link for the organization you want to display -- MRTAC.

7. The selection displays in the Organization field. Click **Save**.



The additional organization displays.

