

The Subject field is used to identify subject populations that may require special considerations and protections when participating in research. Note that this field should be populated when studying adult populations that are employees, students, pregnant women, prisoners or those that have the potential to become decisionally impaired.

1. Click on the **Subjects** link.

A vertical navigation menu with several items, each with a checkmark icon. The items are: *General Info, *Organization, *Investigators / Study Personnel, Correspondents, *Areas of Research, Funding Source, **Subjects** (highlighted in red with a double arrow icon), Special Review, Other Identifiers, Notes, and Others.

The **Subjects** screen displays:

The Subjects page interface. At the top is a 'Subjects' header. Below it is an 'Add Subjects' section with a 'Description:' dropdown menu (set to '---Please Select---') and a 'Count:' text input field. A 'Save' button is below. Underneath is a table with columns 'Subject' and 'Count'.

Subject	Count
Employees	6

2. To add subjects, click on the drop down menu next to **Description** and choose the appropriate category.

A dropdown menu with the following options: ---Please Select---, ---Please Select---, Children, Decisionally Impaired, Prisoners, Pregnant Women, Fetuses, Students, Other 1, Other 2, Other 3, Economically Disadvantaged Persons, **Employees** (highlighted), and Non-English Speaking Persons.

3. Enter the number of subjects in the **Count** field. Click **Save**.

The 'Add Subjects' form. The 'Description:' dropdown is set to 'Employees'. The 'Count:' text input field contains the number '6'. A 'Save' button is at the bottom.

The information populates:

The 'Add Subjects' form with the 'Description:' dropdown set to '---Please Select---' and the 'Count:' field empty. Below it is the populated table from the previous screenshot.

Subject	Count
Employees	6

4. Repeat the process to add additional subjects as appropriate.

Note that if your study involves children you will need to select this specific category in order for it to be routed to the YSM Pediatric Protocol Review Committee.