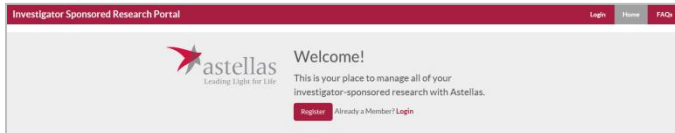


# Welcome to the Astellas Investigator Sponsored Research (ISR) Portal

## Getting Started

1. Visit <https://globalisrportal.force.com>
2. Click **Register**.



3. Enter the **Email Address** that you want to use for all study correspondence. Note: you must complete all fields with a **red bar** in the left margin.

Required Info  
Please complete the required fields denoted in red

Email	Professional Type
<input type="text"/>	--None--
Username	Time Zone
<input type="text"/>	--None--
Salutation	Preferred Language
--None--	--None--
First Name (Please enter Full first name in English, no initials allowed)	Locale
<input type="text"/>	--None--
Last Name (Please enter Full last name in English, no initials allowed)	Password
<input type="text"/>	<input type="text"/>
	Confirm Password
	<input type="text"/>

4. Complete Address section
5. Complete Licensure Info section. These fields are dependant of the selected country. **For United States Physicians: NPI#** will be required. Click the **Search for your NPI#** link if you don't have it available.

NOTE: In some regions, we will validate your licensure, as required by law.

Licensure Info

Credentials	Do you hold a license in any other country?
--None--	No
State/Province/Prefecture	License Number
--None--	<input type="text"/>
Expiration / Renewal Date	NPI # (Search for your NPI #)
<input type="text"/>	<input type="text"/>
	I don't have an NPI #
	-OR-
	Governing Body
	<input type="text"/>

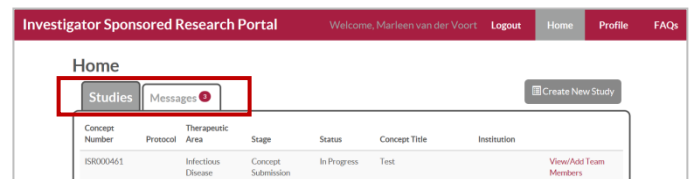
Remember Me  
 I accept the Privacy Policy / Terms & Conditions

**Register**

6. Click on and read the **Privacy Policy/ Terms & Conditions** and select the checkbox indicating your Acceptance.
7. Click on **Register**.

## The Home Screen and Basic Navigation

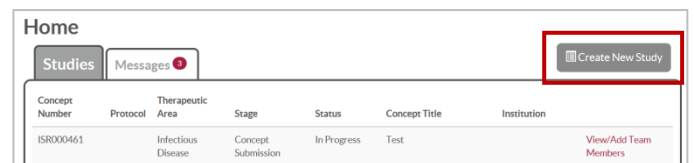
1. You have two primary tabs on the home screen – the **Messages** tab and the **Studies** tab. Click on the **Welcome to the Astellas ISR Portal** message to view or respond to it.



2. The **Studies** tab is where all of your Studies will be listed. You will be able to add new Study colleagues after your Concept has been approved.
3. Click the **Profile** link to change personal details or your password.
4. Click on **Logout** to close your Portal session, or on **Home** to return to the Messages and Studies page.

## How to create a New Study

1. From the **Studies** tab, click **Create New Study**.



2. Complete all of the fields on Page 1 of 6 (Study Description) to establish the basic details for your Study. Click **Next Page** or **Save Study**.

## Questions?

Send a message via the ISR Portal Message Center on the Home Page Messages Tab

## How to Upload a Document

Each stage has a final page called “Documents / Submit” or “Upload Documents.” This is where you will submit your Budget, Protocol, CV, etc. and where you will find them again for later reference.

Required documents for any given stage are noted with a **red bar** to the left of the document name.  
NOTE: The type and number of documents required at this stage will vary by country or region.

1. Select a **Type**
2. Enter a **Description** and if applicable a **Title**
3. In the **Upload field**, click on **the Browse** button and select the file from your computer and click on **Upload**

All files must be in PDF format, except for budget which must be in Excel. Max Size: 25MB

4. Repeat these steps until all the documents are uploaded. NOTE: Uploaded documents will be displayed at the bottom on the page under the **All Study Documents** section. To replace a document click on **Replace** and repeat the steps above.
5. When you have completed uploading documents, click the green **Submit Study** button to submit your study.

3. You are now in the **Concept Submission** stage. The **green** circle tells you which stage your study is in. Hover over the circle to see a list of pages you can visit.

4. On the **Institution Information** page, type the name of the Institution sponsoring your research. If no match was found, select **Create New Institution** and complete all field and select **Create New Institution** at the bottom to save.
5. When you are done, click **Next Page**.

The remainder of the Portal uses basic point-and-click features.

Replace	Type	Title	Description	Upload Date
	Concept - LOI	001067_ConceptLOI_06172014_v1.pdf	LOI	6/17/2014 2:02 PM

### Questions?

Send a message via the **ISR Portal Message Center**  
on the **Home Page Messages Tab**