Submitting a Non Human Subjects Research Application

1. Access the eProtocol system at https://nd.keyusa.net
2. Login using your Notre Dame netID
3. Click
4. Enter the title of your study under “Study Title”
5. Use to look up the Principal Investigator for your study
6. Enter contact information and Notre Dame status (student, faculty, staff)
7. Click
8. Enter information about the study on the following pages:
   a. Personnel Information
      If you have a Faculty Advisor, enter their information on this page
   b. Subject Checklist
      Select any applicable subject populations on this list
   c. Study Location
      Select the location(s) where your research will be conducted
   d. General Checklist
      Select any research activities that will be performed in your research
   e. Funding
      Select “No funding” or add the source of funding
   f. Protocol Information
      i. Application Type Checklist
         Select “Non Human Subjects Research”
      ii. Non Human Subjects Research Checklist
         Answer the questions on this checklist
      iii. Summary, Purpose, Procedures
         Describe your study
9. Proceed to the Obligations page, and review this information
10. Review the submission for any missing information using the “Check for Completeness”
11. Submit the study using “Submit Form”