

Please note: Beginning February 20, 2017, all Non Human Subjects Research applications will no longer be completed using the "Determination Form," but will be submitted through the eProtocol system. The steps below describe the process by which a study can be submitted.

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**"