




*Please note: On February 20, 2017, a newly revised protocol submission form was implemented in the eprotocol system. All currently active Expedited and Full Board studies must be converted to the new form through a new protocol submission. The steps below describe the process by which a study can be converted to the new form.*

### Protocol Transition to New Unified Form

1. Confirm whether protocol transition is necessary:

	Transition Required
Exempt	None
Expedited/ Full Board	<ul style="list-style-type: none"> <li>- Actively enrolling subjects</li> <li>- Closed to enrollment but continuing interventions with subjects</li> <li>- Data analysis accessing either coded or identifiable data</li> </ul>

2. Access the eProtocol system at <https://nd.keyusa.net>
3. Login using your Notre Dame netID
4. Access the already-approved protocol you wish to convert in your “Approved Protocols” list
5. Open the protocol, and select “Print View” on the left sidebar to convert the protocol to a pdf
6. From your eprotocol dashboard, Click on 
7. Enter the title of your study under “Study Title”
8. Use  to select the Principal Investigator for the study
9. Enter contact information and Notre Dame status (student, faculty, staff)
10. Click on 
11. Enter information about the study on the new protocol submission form, using the pdf you saved previously, and [this detailed transition guide](#) (if necessary)
12. Review the submission for any missing information using the “**Check for Completeness**”
13. Submit the study using “**Submit Form**”