

Editing and Submitting a Protocol

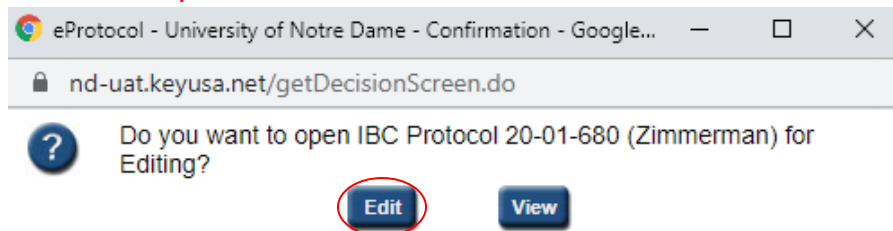
Important: Only the Principal Investigator can initiate the creation of a new protocol. A protocol can be later edited, and submitted by a Principal Investigator, Co-Principal Investigator, Lab Supervisor, or Study Coordinator. *However, before the protocol can be submitted, only the Principal Investigator must log into the system and check the appropriate box in the Certifications section of the protocol.* This requirement serves as an electronic signature from the PI.

- 1) Log into [eProtocol](#) with your Net ID & password.
- 2) *If the protocol that you want to submit does not yet exist, you should first reference the eProtocol Quick Guide “Create a Protocol”.* If a protocol under your name already exists, it will be visible on your Investigator homepage. To open the protocol, click on the **Protocol ID** link or the **Yet to Submit** link.

Protocol ID	Principal Investigator	Protocol Event	Status/Comments	Panel	Meeting Date
19-11-676	Felde, Eric	SUBMITTED TO IBC	SUBMITTED		
19-06-0660	Zimmerman, Christina	Yet to Submit to IBC	NEW		
19-01-0643	Zimmerman, Christina	Yet to Submit to IBC	NEW		

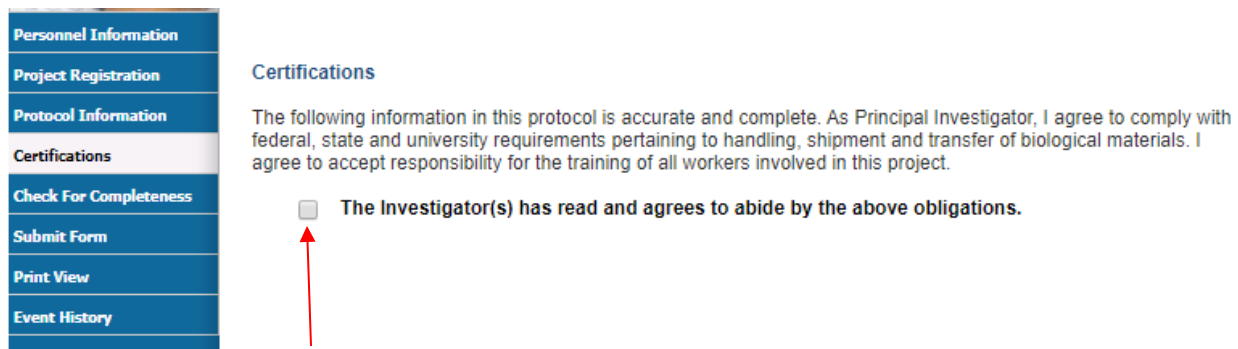
- 3) A pop-up window will appear asking if you want to open the protocol for editing. Click **Edit**.

Note: if there is no edit option, someone else has the protocol open and you must ask them to close the protocol before you will be able to proceed. Only one person can edit a protocol at a time.



4) The protocol application will open on the Personnel Information section. Make any final edits/revisions to the protocol now. The **Next** arrow can be used to go through the protocol section-by-section. (The Certifications section is the last section in the protocol).

5) When ready to submit, click on **Certifications** in the blue side menu on the left side of the screen. This page ensures that the PI and fellow research members comply and will abide by the rules and guidelines pertaining to the protocol and the research being performed. **The Principal Investigator must log in to check the Certifications box (no other person listed on the protocol may do so).**



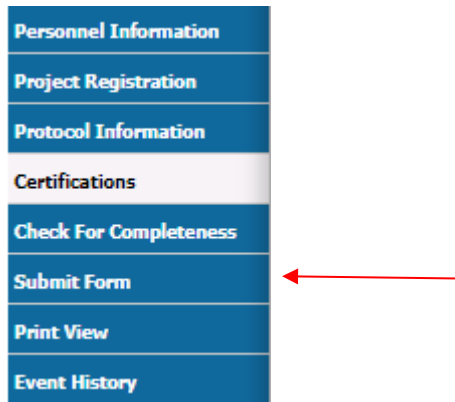
Personnel Information
Project Registration
Protocol Information
Certifications
Check For Completeness
Submit Form
Print View
Event History

Certifications

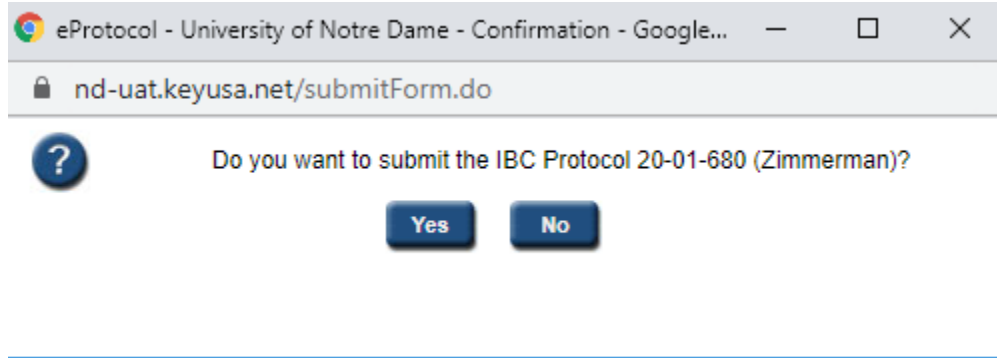
The following information in this protocol is accurate and complete. As Principal Investigator, I agree to comply with federal, state and university requirements pertaining to handling, shipment and transfer of biological materials. I agree to accept responsibility for the training of all workers involved in this project.

The Investigator(s) has read and agrees to abide by the above obligations.

6) Once the application is complete, submit the application by clicking on **Submit Form** in the blue side panel menu.

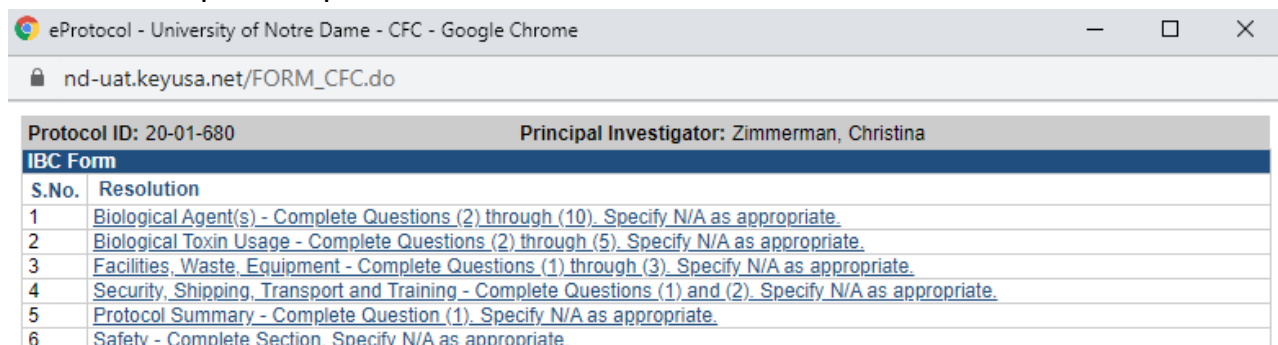


7) A pop-up will appear asking if you want to submit. Click on **Yes**.



8) The system will then check to make sure that all of the sections in the protocol application have been completed.

- If any section is incomplete, the protocol will not be submitted and another pop-up will appear including a link to the incomplete section(s); you will need to click on the link to add the missing information, and repeat steps 5-7.



- If the protocol application is complete, a message will appear on your Investigator homepage in bright blue thanking you for the submission

and the Protocol Event column will change to read "SUBMITTED TO IBC".

IACUC IBC IRB					
Protocols (In Preparation / Submitted)					
NEW					
Protocol ID	Principal Investigator	Protocol Event	Status/Comments	Panel	Meeting Date
20-01-680	Zimmerman, Christina	Yet to Submit to IBC	NEW		
20-01-679	Zimmerman, Christina	Yet to Submit to IBC	NEW		
19-11-676	Felde, Eric	SUBMITTED TO IBC	SUBMITTED		
19-06-0660	Zimmerman, Christina	Yet to Submit to IBC	NEW		
19-01-0643	Zimmerman, Christina	Yet to Submit to IBC	NEW		