

Create and Submit a Protocol

Important: A protocol can be created, edited, and submitted by a Principal Investigator, Co-Principal Investigator, Student or Postdoctoral Investigator, Administrative Contact, or Other Contact. *However, before the protocol can be submitted, **only** the Principal Investigator must log into the system and check the appropriate box in the Assurance section of the protocol.* This requirement serves as an electronic signature from the PI.

- 1) Log into eProtocol with your Notre Dame NetID & 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.

IACUC

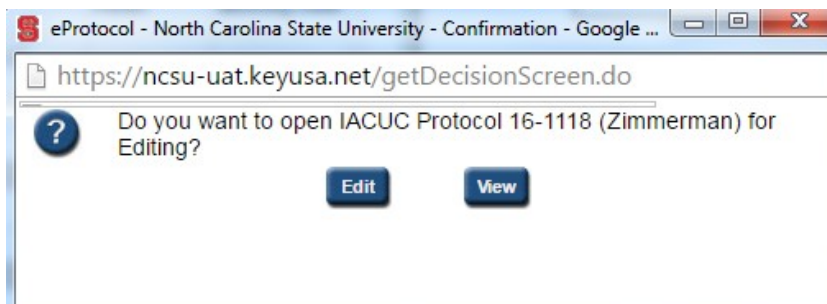
Protocols (In Preparation / Submitted)

NEW

Protocol ID	Form Name	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
16-1118	IACUC	Zimmerman, Christina	nina	Yet to Submit to IACUC		

- 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). When you click **Next**, it will auto-save the information you have inputted. If you need to close out of the protocol before you wish to submit, please ensure you hit the **Save** button at the top to prevent losing information.

- 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
Species
Funding
Protocol Information
Guidelines
Certifications
Check For Completeness
Submit Form
Print View
Event History

SECTION 1: STATEMENT CONCERNING COMPLIANCE WITH THE GUIDE

PHS Policy and the Animal Welfare Act require that animal research be conducted in adherence to the provisions of the [Guide for the Care and Use of Laboratory Animals](#) ("the Guide"), prepared by the Institute of Laboratory Animal Resources, National Academy of Sciences. Any departures from the provisions of the Guide must be identified by the Principal Investigator, reviewed and found to be acceptable by the IACUC.

- The care and use of animals described in this protocol will conform with the provisions of the Guide.
- I request departure(s) from the provisions of the Guide. Justifications for the deviation(s) have been attached in the 'Attachment' section.

SECTION 2: STATEMENT OF COMPLIANCE WITH SPECIES- OR PROCEDURE-SPECIFIC SOPs

While the policies identified above apply to most animal research, the IACUC and Freimann Life Science Center have developed many more policies and Standard Operating Procedures (SOPs) which also may apply to your work. Depending on the species involved, the procedures employed, and the materials used, other individual SOPs may need to be reviewed and adherence to them confirmed.

Please view the comprehensive list of IACUC and FLSC policies by logging in with your netID and password at the following link: <https://freimann.nd.edu/faculty-staff-resources/policies-procedures/>

- I certify that my research will comply with all IACUC/FLSC policies and SOP's relevant to the work described in this protocol.
- I request a deviation from the following IACUC/FLSC policy/policies. Justification for the deviation(s) have been attached in the 'Attachment' section.

SECTION 3: STATEMENT CONCERNING THE CARE AND USE OF LABORATORY ANIMALS

I certify that all required training, both online and in person, has been completed by all personnel listed on this protocol. Training has included, but is not limited to: the biology, handling, and care of this species; aseptic surgical methods and techniques (if necessary); the concept, availability, and use of research or testing methods that limit the use of animals or minimize distress; the proper use of anesthetics, analgesics, and tranquilizers (if necessary); and procedures for reporting animal welfare concerns.

I certify that personnel listed on this protocol are participating in the institution's Occupational Health and Safety Program.

I certify that I have determined that the research proposed herein is not unnecessarily duplicative of previously reported research. (For all USDA Classification D and E proposals) I certify that I have reviewed the pertinent scientific literature and the sources and/or databases noted herein and have found no valid alternative to any procedures described herein which may cause more than momentary pain or distress, whether it is relieved or not.

I certify that I will obtain approval from the IACUC before initiating any changes in this study.

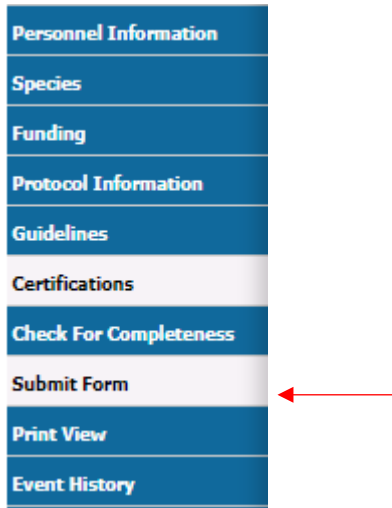
I certify that I will notify the IACUC regarding any unexpected study results that impact the animals. Any unanticipated pain or distress, morbidity or mortality will be reported to the attending veterinarian and the IACUC.

I certify that I am familiar with and will comply with all pertinent institutional, state, and federal rules and policies.

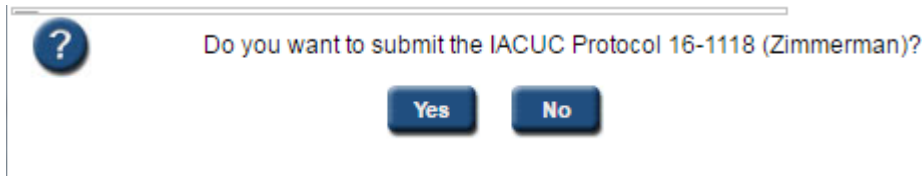
As Principal Investigator, I acknowledge responsibility for the care and use of animals conducted under this protocol.

- Principal Investigator

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.

- a. 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.

Protocol ID: 16-1118		Principal Investigator: Zimmerman, Christina	
IACUC			
S.No.	Resolution		
1	For Co-Principal Investigator - Please select Yes or No option for the question 'Working with animal models?' in the Personnel Information section.		
2	Please complete Euthanasia Section.		

- b. 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 IACUC".

Thank You for Submitting the Protocol 16-1118.
eProtocol » Investigator » Home

Create Protocol

Clone Protocol

Delete Protocol

IACUC

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NEW

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16-1118	IACUC	Zimmerman, Christina	Test Application-Zimmerman	SUBMITTED TO IACUC		