Check Application for Completeness

1) In the protocol application, click on **Check for Completeness** in the blue side panel menu on the left side of the screen to check if the application is complete.

![Side panel menu with Check for Completeness highlighted]

2) A pop-up will tell you if any sections are incomplete. Click on the **link** to go to the section that needs to be completed. You will NOT be able to submit the application until ALL required sections have been completed.

![Protocol ID: 14-07-3748 Principal Investigator: EMP-FACULTY TEST]

3) When the application is complete, the pop will say “IACUC Application Form is complete.”

![Protocol ID: 14-07-3748 Principal Investigator: EMP-FACULTY TEST IACUC Application Form is complete]