Clone (Copy) a Protocol

1) You can clone (copy) a pending or approved protocol.
   a) This is particularly helpful when it’s time to prepare your three-year *de novo* submission. See the eProtocol Quick Guide on *Submitting a De Novo Review of an Approved Protocol*.

2) Log in to eProtocol with your CalNet ID & password at: https://eprotocol.berkeley.edu

3) Click on the IACUC tab to see your Investigator Home Page for ACUC Submissions.

4) Click on the **Clone Protocol** button.

5) You can sort the list of protocols that appear by clicking on a column header or filter the list of protocols by using the drop-down menu to select a group of protocols that have the same event status (e.g., submitted, in-progress, approved, etc.).

6) Select the protocol to clone using the radio button next to the Protocol ID and click on the **Clone Protocol** button.
7) Click on the **Yes** button in the popup that appears.

8) The new, cloned protocol will have a new Protocol ID, but will have the same title as the protocol that was copied.

9) eProtocol will return you to the Investigator Home Page and at the very top of the page will be a note providing the protocol number of the new protocol that was created by cloning the protocol that was selected. For example: **Protocol 14-07-3750 is created by cloning the protocol 14-07-3749**

10) **TIP**: If you want to rename the protocol to avoid any confusion, open the new, cloned protocol and click on the **Protocol Information** section of the form to rename the protocol.

   a) The protocol title is found on the first Protocol Information tab, **Rationale**.

   **Type in a new Title to avoid confusion.**
Renamed, cloned protocol appears on Home Page.