A. On the Investigator Home Page, you can only view protocols that include your name in the Personnel Information section of the protocol. If you are not listed on the protocol, you will not be able to see it on your Investigator Home Page.

B. Sections: Protocols are displayed in the following categories:
1. **Protocols (In Preparation/Submitted)** lists protocols which are in preparation, submitted to the committee for review, and undergoing review by the committee. The protocols are categorized based on their "form" type: New, Amendment or Continuing Review.

   a. **New**: This is the first document prepared for a protocol. When a protocol is created for the first time, including the three-year *de novo* submission, it is considered a new form.

   b. **Amendment**: After a protocol form is approved, if there are any revisions to the protocol, an Amendment form must be submitted.

   c. **Continuing Review**: For an approved protocol, an annual continuing renewal form must be submitted before its expiration.

2. **Approved Protocols** list the protocols approved by the ACUC.

3. **Non-Active Protocols** lists the protocols not approved, closed, withdrawn, or expired.

4. **Information Resources** are provided to you by the OACU.

**Note**: Click the **Show/Hide** button to view/hide the protocols listed in each section.

C. **Columns**: The following protocol details are displayed in the columns. Note: Click Column Heads to sort the protocols in ascending/descending order.

   1. **Protocol ID** (a unique number assigned to a protocol when it is created)

   2. **Principal Investigator**

   3. The **Protocol Event** displays the event happening for the protocol form. Different Protocol Events are explained below:

      a. **Yet to Submit to IACUC**: The protocol form is still being filled out, and it can be seen in view/edit mode. You can submit it any time.

      b. **Submitted to IACUC**: The protocol form is submitted to ACUC for review.

      c. **Moved**: The protocol form has been moved to another meeting date from the assigned meeting date.

      d. **Tabled**: Protocol form is not completely discussed due to some unresolved issues during the ACUC meeting and is tabled for discussion on some other meeting date. When the protocol is tabled, the review process should be re-initiated by the ACUC/OACU for further processing.
e. **Comments Received (Cycle #)**: The protocol form submitted for review has received comments from the ACUC reviewers and the OACU has made the comments available to the PI.

f. **Responses Sent (Cycle #)**: The PI has responded to the comments received from the ACUC/OACU, informing them of how s/he has acted on the comments made on the protocol form or in fulfilling the changes they wanted to see.

g. **Resubmit the Protocol**: Protocol form is returned to the PI by the OACU asking for changes and resubmission.

h. **Resubmitted to Committee**: The PI has resubmitted the Protocol form returned by the OACU after making required changes.

5. **Panel** displays the name of the committee that is reviewing the protocol (ACUC).

6. **Department Name** displays the department to which the Principal Investigator belongs.

7. **Meeting Date** displays the meeting date assigned to the protocol by the Panel Manager.

8. **Approval Date** displays the approval date of the protocol.

9. **Expiration Date** displays the expiration date of the protocol.

10. **Last Approval Date** displays the last approval date of a non-active protocol.

D. **Investigator Menu**: The Investigator menu in the top left the Home Page can be used to filter or search for protocols, and to clone, create or delete a protocol.

```
Click on Approved Protocols or Non Active Protocols to view only those protocols.

Clone, Create or Delete a protocol.
```

Berkeley eProtocol IACUC Quick Guide – Investigator Home Page