

eProtocol Review Process Overview

- 1) For general information, please see the ACUC [Policy and Procedures on Protocol Review](http://www.acuc.berkeley.edu) on the ACUC web site, <http://www.acuc.berkeley.edu>.
- 2) Once you have submitted your protocol for review, the method of review is determined based on the criteria outlined in the ACUC [Policy and Procedures on Protocol Review](http://www.acuc.berkeley.edu): Designated Member Review (DMR), Full Committee Review (FCR), or Administrative Review.
- 3) Reviewers are assigned to review the protocol (e.g., ACUC Committee Members, OLAC Veterinarians, OACU staff and ACUC Liaisons).
- 4) If the Reviewers have comments or questions, they will submit them via eProtocol to the OACU during the review process.
- 5) Comments are compiled by the OACU and “sent” to Principal Investigator (PI) for response.
 - a. The comments are incorporated into a new section of the protocol form. The PI opens the protocol to review and respond to the comments, and make any necessary changes to the protocol.
 - b. The PI, Laboratory Contact & Alternate Lab Contact will all receive an email when comments are “sent” by the ACUC/OACU.
 - c. The PI, Laboratory Contact or Alternate Lab Contact can review and respond to the comments, edit the protocol, and submit the responses/changes back to the ACUC/OACU for further review.
 - d. This process continues until all comments are resolved and the Reviewers can recommend the protocol for approval.