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Reviewer Home Page

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1. Once you have been assigned as a reviewer on a protocol, you will receive an email notification from eProtocol directing you to log into the eProtocol.

    a) The email notification will indicate:
        i.   The Meeting Date
        ii.   Protocol Number
        iii. PI Last Name
        iv.   PI Department
        v.   The Review Type (DMR or FCR)

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

3. UC Berkeley uses both IACUC and IRB modules of eProtocol. Click on the **IACUC** tab to see your ACUC Reviewer Home Page.
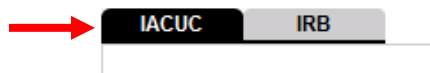
4. If you have an Investigator role in eProtocol, the system opens to the Investigator Home page by default.

    a) There are multiple eProtocol roles: Investigator, Reviewer, Viewer, Committee Manager, etc. One person may be assigned multiple roles.

    b) Using the menu in the top left margin, click on **Reviewer** or **Reviewer Home**.

5. General eProtocol Tips:

    a) Use Mozilla **Firefox** (for PC) or **Safari** (for Mac) as your web browser
    b) Make sure your browser's **pop-up blocker is turned off**
    c) Do not your browser's back and forward arrows
    d) Keep track of open pop-up windows
    e) Sign out when finished and close your browser

6. On the **Reviewer Home Page**, you can only view protocols that you have been assigned to review.

Reviewer Role

Click on **Protocol ID** to view the Protocol

Click on **Protocol Event** to start/continue review process

IACUC

IACUC Member (Protocols for Review)

NEW

Role	Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
Reviewer	14-08-3780	Rachel Cameron	Troubleshooting Prof. Hayes - character limits in Study O...	Assigned as Reviewer	ACUC	10/08/2014
NPR	14-04-3724	Richelle Scales	richelle scales music study	Assigned as Reviewer	ACUC	05/14/2014
Presenter	2010-02-711	EMP-FACULTY TEST	This is Testuser protocol	Comments Sent (Cycle 1)	ACUC	11/07/2013

AMENDMENT

Currently there are no Amendment protocols.

CONTINUING REVIEW

Currently there are no Continuing Review protocols.

7. **Reviewer Roles**:

a) Presenter
   i. Highlighted in peach
   ii. You will participate in the protocol review process and present this FCR protocol at a convened meeting of the ACUC.

b) Primary/Secondary
   i. Highlighted in yellow
   ii. You will participate in the protocol review process and may provide additional review comments at a convened ACUC for FCR protocols.

c) Non-Primary Reviewer
   i. Highlighted in blue
   ii. You will receive email notification when an FCR is available for review prior to a convened ACUC meeting.

8. **Sections**: Protocols are displayed in the following categories:

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.

    d) **Protocols that are highlighted in peach are FCR**. Protocols that are not highlighted are DMR.

    e) **Protocols that are highlighted in pink are under consideration for DMR**. Reviewers have 24 hours (one business day) to request the protocol go FCR (DMR call to FCR process).

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

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

    b) **Principal Investigator**

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

        i. **Assigned as a Reviewer**: You have been assigned as a reviewer.

        ii. **Recommend for Approval**: You are satisfied with the protocol and recommend that it be approved.
            1. FCR protocols are voted on at a convened ACUC Meeting.
            2. DMR protocols are approved once all reviewers have recommended for approval.

        iii. **Comments Sent (Cycle #)**: You have submitted any questions or comments that you have to the ACUC/OACU to forward onto the PI.

        iv. **Responses Received (Cycle #)**: The PI has responded to the comments received from the ACUC/OACU and incorporated any necessary changes into the protocol.
            1. Changes made to the protocol are highlighted using a track-changes feature.

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

    e) **Meeting Date** displays the meeting date assigned to the protocol by the OACU.