Submit a Protocol Application

**Important:** A protocol can be created, edited and submitted by the Principal Investigator (PI), Laboratory Contact or Alternate Lab Contact. However, ONLY the Principal Investigator can complete two sections of the protocol:

- Only the PI of the grant or subcontract can add his or her own SPO Funding information in the **Funding Sources** section of the protocol. The PI of the grant or subcontract must also be listed in the Personnel Information section of the protocol in one of the following roles: Principal Investigator, Laboratory Contact or Alternate Lab Contact. Training grants can be added by anyone in one of the aforementioned roles.

- Before the eProtocol system will permit the protocol to be submitted, the PI must log into the system and check the appropriate box in the **Certification** section of the protocol, accepting the responsibilities of the PI. This requirement exists as an electronic substitute for an ink signature from the PI. See the [Quick Guide on Certifications](#) for more information.

1) Once the application is complete, the Principal Investigator, Laboratory Contact or Alternate Lab Contact can submit the application by clicking on **Submit Form** in the blue side panel menu.

![Personnel Information Menu](image)

2) A pop-up will appear asking if you want to submit. Click on **Yes**.

![Submit Protocol Pop-up](image)

3) The system will then check to make sure that all of the sections in the protocol application have been completed.
a. If any section is incomplete, the protocol will not be submitted and another pop-up will appear including a link to the incomplete section(s); you will need to click on the link to add the missing information, and repeat steps 1-3.

b. If the protocol application is complete, a message will on appear your Investigator Home Page in bright blue thanking you for the submission and the Protocol Event column will change to read “SUBMITTED TO IACUC.”

c. Once submitted, the protocol is “locked” and can't be edited until the protocol is either returned for comment or approved.