Clone (Copy) a Protocol

1) You can clone (copy) a pending or 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.

![Yes button in popup]

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**

![New, cloned protocol appears. Click on Protocol ID to edit.]

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.]

**Updated 3/2/2018**
Renamed, cloned protocol appears on Home Page.

<table>
<thead>
<tr>
<th>Protocol ID</th>
<th>Principal Investigator</th>
<th>Title</th>
<th>Protocol Event</th>
<th>Panel</th>
<th>Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-07-3750</td>
<td>EMP-FACULTY TEST</td>
<td>Test Protocol #2</td>
<td>Yet to Submit to IACUC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14-07-3749</td>
<td>EMP-FACULTY TEST</td>
<td>Type your study title here...</td>
<td>Resubmit the Protocol</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14-07-3749</td>
<td>EMP-FACULTY TEST</td>
<td>Test Protocol</td>
<td>Yet to Submit to IACUC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>