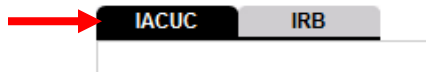


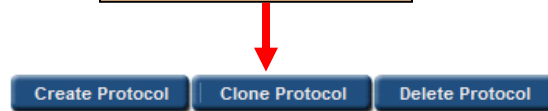
Clone (Copy) a Protocol

- 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.

Click on **Clone Protocol**



IACUC		IRB			
Protocols (In Preparation / Submitted)					
NEW					
Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
14-07-3748	EMP-FACULTY TEST	Type your study title here...	Resubmit the Protocol		
14-07-3749	EMP-FACULTY TEST	Test Protocol	Yet to Submit to IACUC		

- 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.).

Click a **column header** to sort

Use the drop-down to filter

IACUC		IRB				
<input type="radio"/>	14-07-3749	EMP-FACULTY TEST	Test Protocol	NEW	NEW	<div style="border: 1px solid black; padding: 2px;"> Clone Protocol <div style="clear: both;"></div> <div style="font-size: small;"> All In-Preparation Submitted Returned In-Progress Approved Closed Expired Withdrawn Deleted AC Not Preapproved </div> </div>
<input type="radio"/>	14-07-3748	EMP-FACULTY TEST	Type your study title here...	Resubmit the Protocol	NEW	

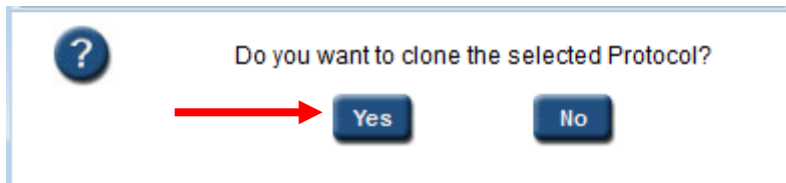
- 6) Select the protocol to clone using the radio button next to the Protocol ID and click on the **Clone Protocol** button.

Select the protocol & click **Clone**.

Protocol ID	Principal Investigator	Title	Protocol Event	Form Type	Panel	Meeting Date
14-07-3749	EMP-FACULTY TEST	Test Protocol	NEW	NEW		
14-07-3748	EMP-FACULTY TEST	Type your study title here...	Resubmit the Protocol	NEW		

[Clone Protocol](#)

7) Click on the **Yes** button in the popup that appears.



- 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.

Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
14-07-3750	EMP-FACULTY TEST	Test Protocol	Yet to Submit to IACUC		
14-07-3748	EMP-FACULTY TEST	Type your study title here...	Resubmit the Protocol		
14-07-3749	EMP-FACULTY TEST	Test Protocol	Yet to Submit to IACUC		

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.

Save | Spell Check | Help | Close

Previous Next

Rationale Procedures Husbandry Animal Dis... Attachments

Personnel Information
Species
Are You Using?
Funding Sources
Protocol Information
Rationale

Official Protocol Title Master Animal Use Protocol Number:

Test Protocol #2

Rationale
As you answer the questions in this section, please use language that can be understood by a layperson. Avoid overly technical terms and define abbreviations.

IACUC IRB

Renamed, cloned protocol appears on Home Page.

Create Protocol Clone Protocol Delete Protocol

Protocols (In Preparation / Submitted)

NEW

Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
14-07-3750	EMP-FACULTY TEST	Test Protocol #2	Yet to Submit to IACUC		
14-07-3748	EMP-FACULTY TEST	Type your study title here...	Resubmit the Protocol		
14-07-3749	EMP-FACULTY TEST	Test Protocol	Yet to Submit to IACUC		