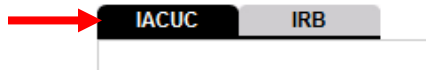


Clone (Copy) a Protocol

- 1) You can clone (copy) a pending or approved protocol.
 - a) This is particularly helpful when it's time to prepare your three-year *de novo* submission. See the eProtocol Quick Guide on [Submitting a De Novo Review of an 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**



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

Protocol ID	Principal Investigator	Title	Protocol Event	Form Type	Panel
<input type="radio"/> 14-07-3749	EMP-FACULTY TEST	Test Protocol	NEW	NEW	
<input type="radio"/> 14-07-3748	EMP-FACULTY TEST	Type your study title here...	Resubmit the Protocol	NEW	

Clone Protocol

- All
- All
- In-Preparation
- Submitted
- Returned
- In-Progress
- Approved
- Closed
- AC Expired
- Withdrawn
- Deleted
- AC Not Preapproved

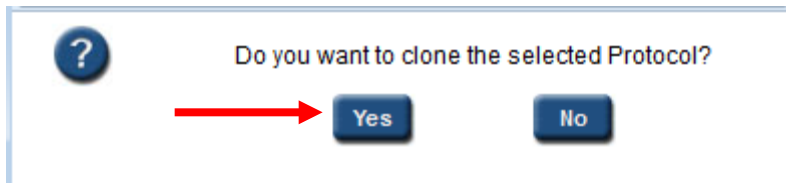
- 6) Select the protocol to clone using the radio button next to the Protocol ID and click on the **Clone Protocol** button.

Select the protocol & click **Clone**.

Protocol ID	Principal Investigator	Title	Protocol Event	Form Type	Panel	Meeting Date
<input checked="" type="radio"/> 14-07-3749	EMP-FACULTY TEST	Test Protocol	NEW	NEW		
<input type="radio"/> 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

Official Protocol Title:

Master Animal Use Protocol Number:

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		