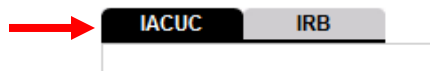**Create a Protocol**

Important: A protocol can be created, edited and submitted by the Principal Investigator (PI), Laboratory Contact, or Administrative 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 the 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.

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

2) UC Berkeley uses both IACUC and IRB modules of eProtocol. Click on the **IACUC** tab to see your Investigator Home Page for ACUC submissions.

3) Click on the **Create Protocol** button to start a new application.

Click on **Create Protocol** to start a new application.
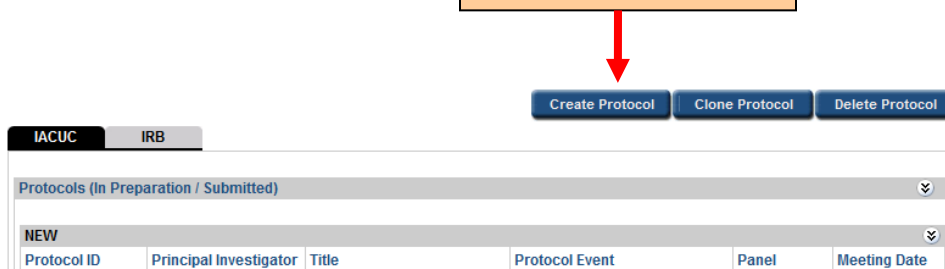
4) Enter your **Study Title** in the text box.

   a. The Study Title should be descriptive (e.g., "Mesodermal Specification and Segmentation in Zebrafish" rather than "Master Animal Use Protocol for Research").

5) Select the **IACUC checkbox** and the **Animal Use Protocol** radial button.

eProtocol » Investigator » Home » Create Protocol

Select the **IACUC** checkbox and the **Animal Use Protocol** button

Create   Cancel

☑ IACUC   ☐ IRB

IACUC

◉ Animal Use Protocol

6) Scroll down and **enter the Principal Investigator.**

a. The person listed on the protocol as Principal Investigator (PI) must be an employee of UCB (usually with an academic appointment) who is eligible under University policy to submit proposals for extramural support of a research, teaching, or public service project, and to perform research involving the use of animals.

b. You will not be able to type into the name field. Click on the **binocular** icon to look up the person.

Click on the **binocular icon** to search for PI

Principal Investigator*   Clear
(Must have PI status or Exceptional PI status at UC Berkeley)

Name		**Title**	
Email		Office Phone	
Lab Phone		Emergency Phone	
Department		Mail Code	
Select One ▾			
Campus Mailing Address			

Laboratory Contact   Clear

Name		**Title**	
Email		Office Phone	
Lab Phone		Emergency Phone	
Department		Mail Code	
Select One ▾			
Campus Mailing Address			

Alternate Lab Contact   Clear

| **Name** | | **Title** | |
| Email | | Office Phone | |

c. In the **Find User** popup, enter the person's **first name** and/or **last name**. Then, click on the **Find** button.

d. To select the person, click on the **checkbox** next to their **name**, and then click on the **OK** button. Information from the CalNet Directory will merge into the fields under Principal Investigator. If this information is incorrect, you will be able to edit it (with the exception of the name field).

7) If you are NOT the Principal Investigator, **enter yourself** in the appropriate role as either Laboratory Contact or Alternate Lab Contact. *You do not need to enter other personnel at this point to proceed.*

8) Scroll to the top or to the bottom of the screen and click on the **Create** button. This will open the Animal Use Protocol form for you to complete.

Click on the **Create** button to start your application form.

9) Using the eProtocol navigation buttons in the left margin and the top or bottom right corners, complete the screens from **Personnel Information** through **Certification.**

*Note: You must complete **Personnel Information** through **Funding Sources** before you will be able to move back and forth freely in the application form. Responses in the first five sections will dictate which questions are required in **Protocol Information.***

Navigation links

10) Click on the **Next** arrow to save your entries and proceed to the next section of the protocol.

11) If you have not completed required field that are indicated by a red asterisk (*), you will not be able to proceed to the next section.

12) You can close the protocol at any time and access it again from your Investigator Home Page (see eProtocol Quick Guide: Edit a Protocol Not Yet Submitted).

   a. **Save** the page you are working before clicking on **Close** to close the protocol.

   b. Always **Sign Out** to exit eProtocol and close your browser when you are done.

13) When ready to submit to OACU/ACUC, see eProtocol Quick Guide: Submit Protocol Application.