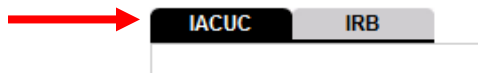
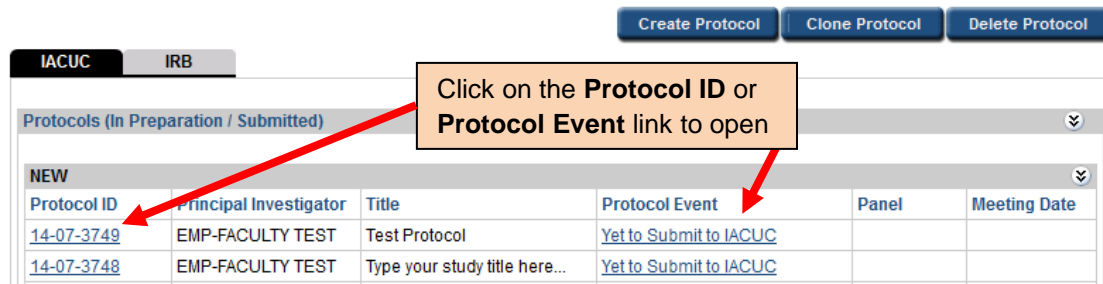


## Edit a Protocol not yet Submitted

- 1) Once you create and save a protocol, you can return at a later time to complete it prior to submission.
- 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 IACUC Submissions.

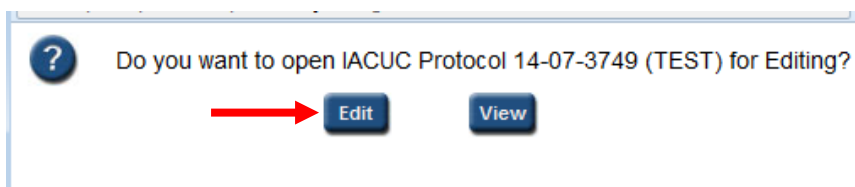


- 4) Protocols that are in preparation, have been submitted, or are under review are listed in the top section of the Investigator Home Page under **Protocols (In Preparation / Submitted)**.
- 5) To open the protocol, click on the **Protocol ID** link or the **Yet to Submit** link.



- 6) A pop-up window will appear asking if you want to open the protocol for editing. Click on **Edit**.

*Note: If there is no edit option, someone else has the protocol open and you must ask them to close the protocol before you will be able to proceed. **Only one person can edit a protocol at one time.***



- 7) The protocol application will open on the **Personnel Information** section. Click on the protocol section you wish to edit in the blue side panel menu to skip to that section.
- 8) Be sure to save your work as you move through the AUP. In general, if you click on **Next**, it saves the section you are on before moving to the next.
- 9) When leaving eProtocol, always **Save** your protocol before **Closing, Sign-out** of eProtocol, and close your browser.