

PDF and Print a Protocol

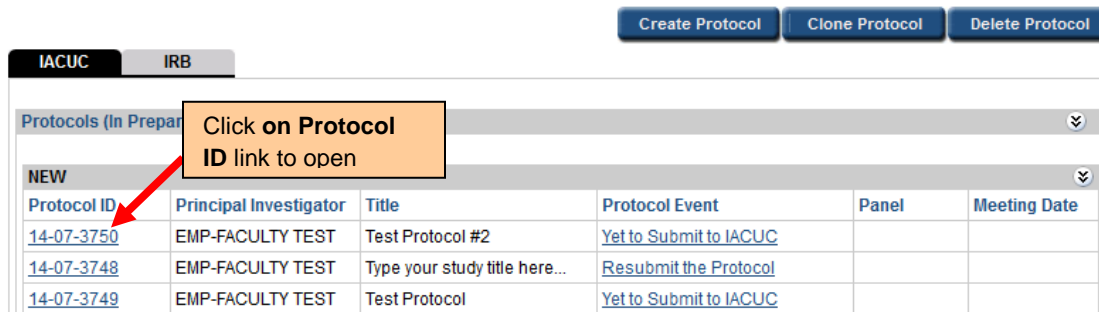
Important: In order to be able to convert a protocol into a PDF and print, you must have Adobe Acrobat or a recent version of Adobe Reader. The latest version of Adobe Reader software can be downloaded from the internet *free of charge* at: <http://www.adobe.com/products/reader>

- 1) You can convert your web-based protocol into a PDF file format and print it from eProtocol.
- 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) To open the protocol, click on the **Protocol ID** link.

Note: If the protocol has been approved, you will have to scroll to the bottom of the page to find it.



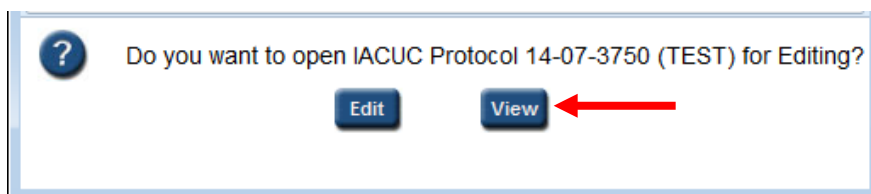
Buttons: Create Protocol, Clone Protocol, Delete Protocol

Tabs: IACUC, IRB

Protocols (In Preparation)

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		

- 5) In the popup window, click on **View**.



*Note: The popup will differ for an approved protocol. Select **Open in View Mode** and click on **OK**.*

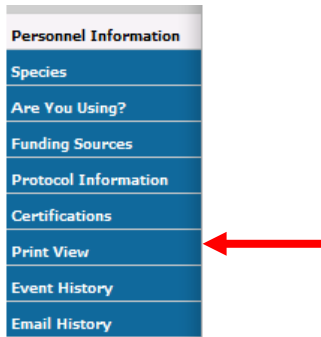
Approved Protocol Decision

Please select any one of the following:

- Open in View Mode
- Protocol Details
- Start Amendment
- Start Continuing review

OK Close

- 6) To convert the protocol into a PDF and print it:
- a. Click on **Print View** in the blue menu on the left side of the screen.



- b. In the Print View pop-up, you can choose which sections to print, the page orientation, and whether to print ACUC/OACU comments (if any). Make your selections and click on **OK**.

Print View
OK

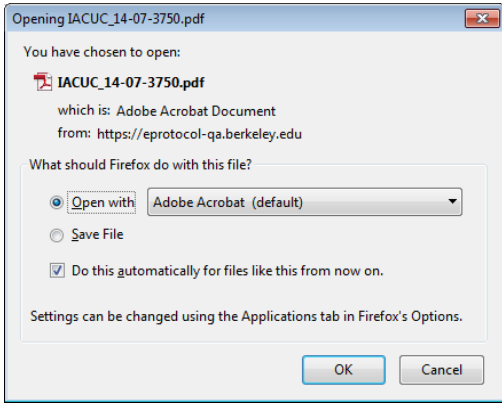
Please select any one of the following:


- Protocol Only
- Protocol with Comments
- Comments only
- Protocol with Attachments

Sections to Print	Select Orientation	
<input type="checkbox"/> All	Portrait	Landscape
<input checked="" type="checkbox"/> Personnel Information	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Species	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Are You Using?	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Funding Sources	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Rationale	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Procedures	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Husbandry	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Animal Disposition	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Attachments	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Certifications	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Event History	<input type="radio"/>	<input type="radio"/>

OK

- c. The protocol will be converted into a PDF file which you will be able to save, or print by clicking on the print icon in the tool bar.





Protocol #
14-07-3750

August 15, 2014

UCB
INSTITUTIONAL ANIMAL CARE
AND USE COMMITTEE (IACUC)
NIH ASSURANCE #A4107-01
Animal Utilization Proposal Form

Protocol Title: Test Protocol #2
Approval Period: Draft
Important Note: This Print View may not reflect all comments and contingencies for approval. Please check the comments section of the online protocol.

*** Personnel Information ***

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

Name	Title
EMP-FACULTY TEST	Programmer Analyst IV
Email	Office Phone
test@uclink.berkeley.edu	+1 (510) 643-1234
Lab Phone	Emergency Phone
Department	Mail Code
	94720-3804

Campus Mailing Address

Will this individual be working directly with animals on this protocol? Yes X No

If "Yes" complete the following:

What species will this person use?:
Briefly list what procedures this person will perform (a full description of procedures is asked for later).:
Describe the experience/training this person has had with this/these species and procedures.

Prior to approval, all individuals listed on an Animal Use Protocol (AUP) are required to complete the Collaborative Institutional Training Initiative (CITI) course entitled, "Investigators, Staff and Students - Basic Course" and the Animal Exposure Questionnaire (AEQ). See the Training and Education and Animal Occupational Health and Safety Program (AOHSP) policies for more information.

Alternate Lab Contact