

## eProtocol Review Process Overview

- 1) For general information, please see the ACUC [Policy and Procedures on Protocol Review](https://www.acuc.berkeley.edu) on the ACUC web site, <https://www.acuc.berkeley.edu>.
- 2) Once you have submitted your protocol for review, the Office for Animal Care and Use (OACU) conducts a preliminary review to assure that the protocol is appropriate for review.
  - a. The OACU may return a protocol to the PI with suggested changes.
  - b. The PI and Laboratory Contact receive an email when a protocol is returned by the OACU.
  - c. The PI and Laboratory Contact can review and respond to the comments, edit the protocol, and re-submit the protocol back to the ACUC/OACU for further review.
- 3) Once the OACU accepts the protocol for review, the method of review is determined based on the criteria outlined in the ACUC [Policy and Procedures on Protocol Review](https://www.acuc.berkeley.edu): Designated Member Review (DMR), Full Committee Review (FCR), Veterinary Verification and Consultation (VVC), or Administrative Review.
- 4) Reviewers are assigned to review the protocol (e.g., ACUC Committee Members, OLAC Veterinarians, OACU staff and ACUC Liaisons).
- 5) If the Reviewers have comments or questions, they will submit them via eProtocol to the OACU during the review process.
- 6) Comments are compiled by the OACU and “sent” to Principal Investigator (PI) for response.
  - a. The comments are incorporated into a new section of the protocol form. The PI opens the protocol to review and respond to the comments and make any necessary changes to the protocol.
  - b. The PI and Laboratory Contact receive an email when comments are “sent” by the ACUC/OACU.
  - c. The PI and Laboratory Contact can review and respond to the comments, edit the protocol, and submit the responses/changes back to the ACUC/OACU for further review.
  - d. This process continues until all comments are resolved and the Reviewers can recommend the protocol for approval.
- 7) Once submitted, the protocol is “locked” and can’t be edited until the protocol is either returned for comment or approved.