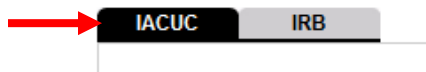
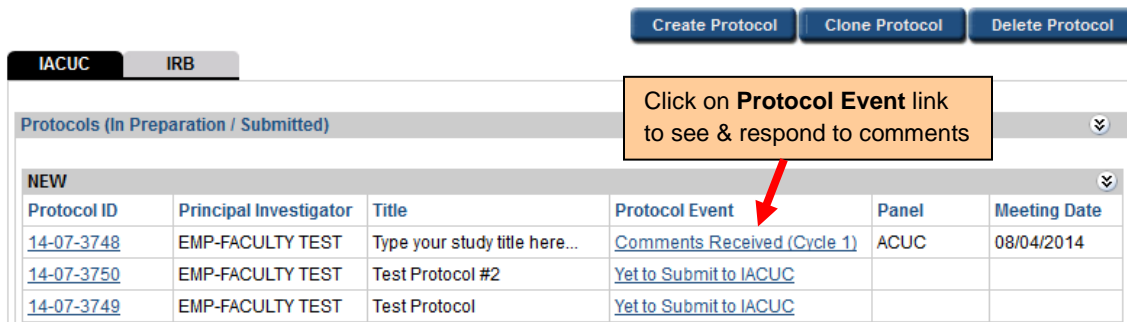


Respond to Comments

- 1) Please refer to the Quick Guide on the [eProtocol Review Process](#).
- 2) If there are reviewer comments to respond to, the PI, Laboratory Contact and Alternate Lab Contact will receive an email notification from eProtocol.
- 3) Log in to eProtocol with your CalNet ID & password at: <https://eprotocol.berkeley.edu>
- 4) Click on the **IACUC** tab to see your Investigator Home Page for ACUC Submissions.



- 5) The protocols that you see at the top of your Investigator Home Page are protocols with pending action. The Protocol Event column of the table will show that you have received comments. To view and respond to the comments, click on the **Comments Received (Cycle #)** link.



Buttons: Create Protocol, Clone Protocol, Delete Protocol

Tabs: IACUC, IRB

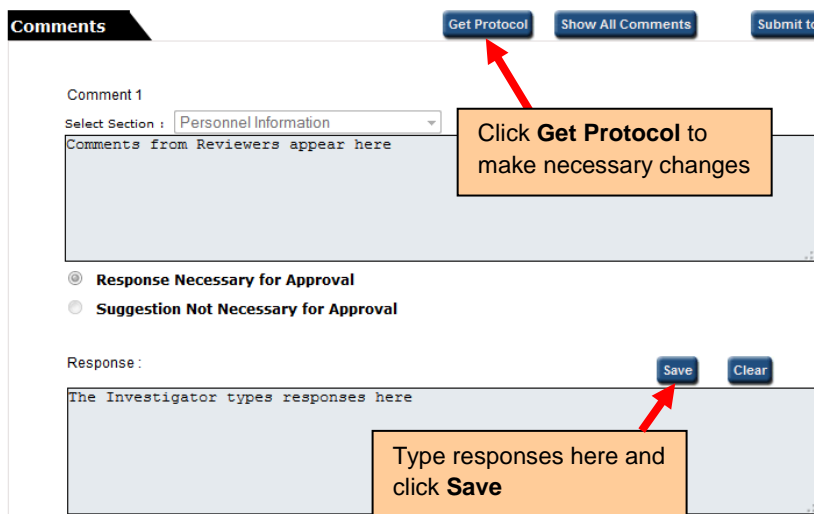
Protocols (In Preparation / Submitted)

Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
14-07-3748	EMP-FACULTY TEST	Type your study title here...	Comments Received (Cycle 1)	ACUC	08/04/2014
14-07-3750	EMP-FACULTY TEST	Test Protocol #2	Yet to Submit to IACUC		
14-07-3749	EMP-FACULTY TEST	Test Protocol	Yet to Submit to IACUC		

- 6) The Comments page will show comments, the section of the protocol associated with the comment, and whether or not a response is necessary for approval. To respond to the comment(s):

Protocol ID: [14-07-3748](#) (EMP-FACULTY TEST)

Cycle: [1](#)



Buttons: Get Protocol, Show All Comments, Submit to IACUC

Comment 1

Select Section: Personnel Information

Comments from Reviewers appear here

Response Necessary for Approval
 Suggestion Not Necessary for Approval

Response:

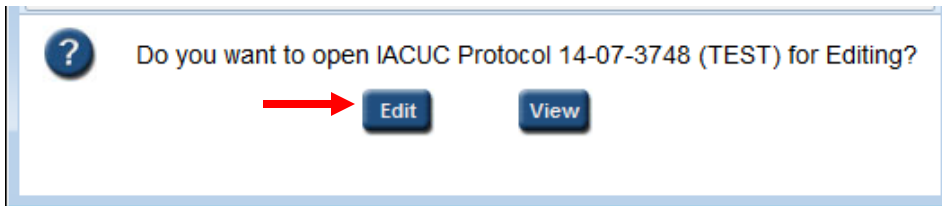
The Investigator types responses here

Click **Submit to IACUC** to submit responses & protocol back to ACUC /OACU

Click **Get Protocol** to make necessary changes

Type responses here and click **Save**

- a) To make changes to the protocol, click on the **Get Protocol** button.
- b) A popup will ask if you want to open the protocol for editing. Click on the **Edit** button. The protocol will open in a separate window. **Revise** protocol, save it, then **close** window.



- c) Provide a response to each comment in the **Response** box and click on the **Save** button.
 - d) Once protocol has been revised and responses to all comments have been written, click on **Submit to IACUC** button.
- 7) When the comments have been sent, the **Protocol Event** column on your Investigator Home Page will say “**Responses Sent (Cycle #).**”

[Create Protocol](#)
[Clone Protocol](#)
[Delete Protocol](#)

IACUC IRB

Protocols (In Preparation / Submitted)

NEW					
Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
14-07-3748	EMP-FACULTY TEST	Type your study title here...	Responses Sent (Cycle 1)	ACUC	08/04/2014
14-07-3750	EMP-FACULTY TEST	Test Protocol #2	Yet to Submit to IACUC		
14-07-3749	EMP-FACULTY TEST	Test Protocol	Yet to Submit to IACUC		

- 8) The comments and review cycles will continue until the Reviewers can recommend the protocol for approval.
- 9) Once the protocol is approved, the PI, Laboratory Contact and Alternate Lab Contact will be notified via email, and the protocol will appear in the **Approved Protocol** section at the bottom of the Investigator Home Page.

Approved Protocols

Protocol ID	Principal Investigator	Title	Approval Date	Last Approval Date	Expiration Date	Review Decision	Form Type
14-07-3748	EMP-FACULTY TEST	Type your study title here...	08/04/2014	08/04/2014	06/30/2017	Designated Review	NEW