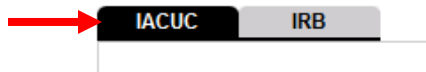


## Resubmit a Returned Protocol

**Important:** A protocol can be created, edited and submitted by the Principal Investigator (PI), Laboratory Contact or Alternate 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. See the [Quick Guide on Certifications](#) for more information.

- 1) After a protocol has been submitted to the ACUC, but before it has been assigned for review, the Office for Animal Care and Use (OACU) may return the protocol to the PI requesting additional information. The PI can review the comments by the OACU, edit the protocol and resubmit it.
- 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) The returned protocol will state “**Resubmit the Protocol**” in the **Protocol Event** column.
- 5) Click on the **Resubmit the Protocol** link to open the protocol, read the OACU comments, edit the protocol and resubmit.

Buttons: Create Protocol, Clone Protocol, Delete Protocol

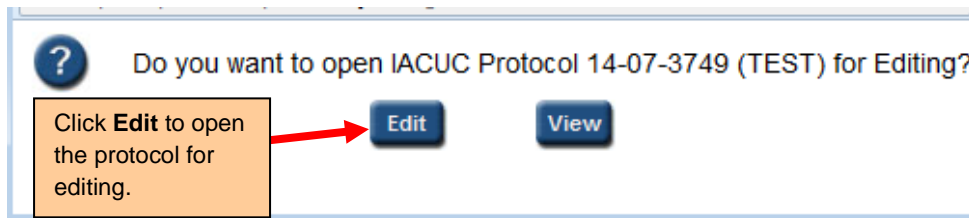
Tabs: IACUC, IRB

Protocols (In Preparation / Submitted)

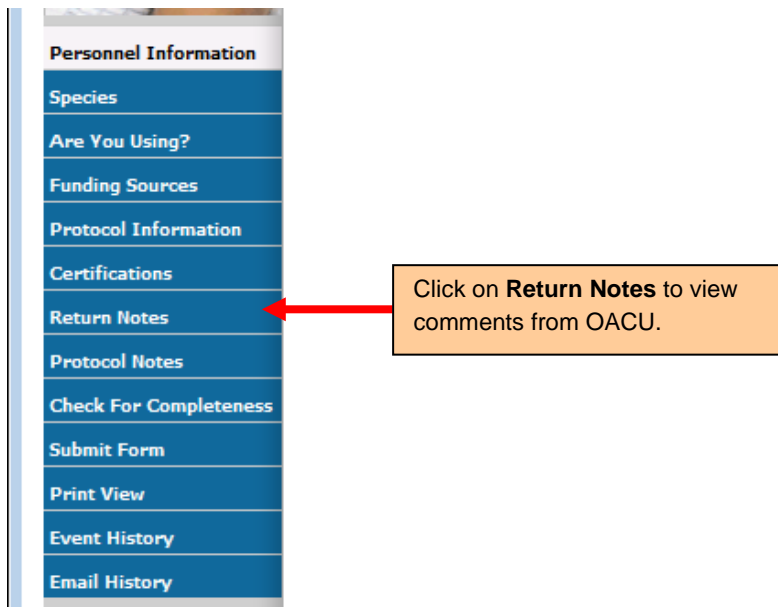
NEW					
Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
<a href="#">14-07-3748</a>	EMP-FACULTY TEST	Type your study title here...	<a href="#">Resubmit the Protocol</a>		
<a href="#">14-07-3749</a>	EMP-FACULTY TEST	Test Protocol	<a href="#">Yet to Submit to IACUC</a>		

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

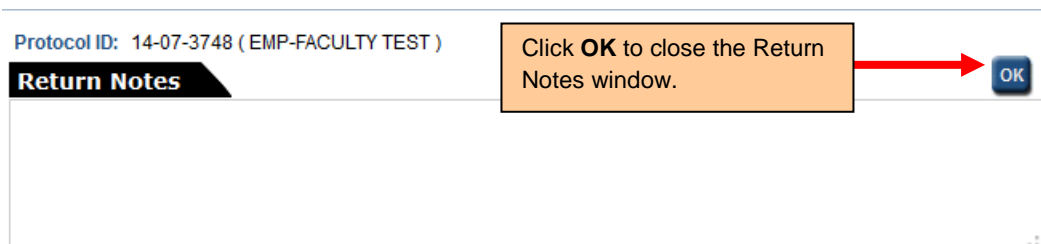
*Note: If there is no edit option, someone else has the protocol open and you must ask them to close the protocol before you will be able to proceed. Only one person can edit a protocol at one time.*



- 7) To see why the application was returned, click on **Return Notes** in the blue side panel menu. A pop-up will appear with comments from OACU Staff.



- 8) Click **OK** to close the Protocol Notes pop-up and make any edits/revisions to the protocol.



Return Note	Added By	Date Added
OACU return notes appear here	Jennifer Lee (Committee Manager)	07/11/2014

- 9) Once the required changes are made, you can resubmit the application by clicking on **Submit Form** in the blue side panel menu.

Personnel Information
Species
Are You Using?
Funding Sources
Protocol Information
<b>Certifications</b>
Return Notes
Protocol Notes
Check For Completeness
<b>Submit Form</b>
Print View
Event History
Email History

Click on **Submit Form** to resubmit the protocol.

10) The protocol will appear on your Investigator Home Page, with the Protocol Event stating **Resubmitted**.

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

<b>IACUC</b>		IRB			
Protocols (In Preparation / Submitted)					
<b>NEW</b>					
Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
<a href="#">14-07-3748</a>	EMP-FACULTY TEST	Type your study title here...	<a href="#">RESUBMITTED TO IACUC</a>		
<a href="#">14-07-3750</a>	EMP-FACULTY TEST	Test Protocol #2	<a href="#">Yet to Submit to IACUC</a>		
<a href="#">14-07-3749</a>	EMP-FACULTY TEST	Test Protocol	<a href="#">Yet to Submit to IACUC</a>		

Protocol Event indicates "Resubmitted to IACUC".