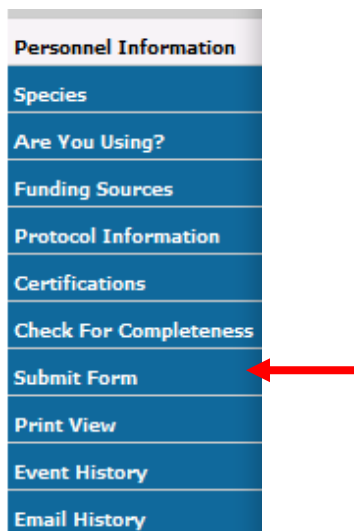


## Submit a Protocol Application

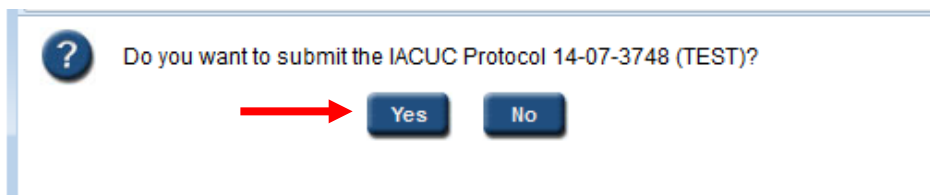
**Important:** A protocol can be created, edited, and submitted by the Principal Investigator (PI) and Laboratory Contact, Alternate Lab Contact, and Admin Contact. If the protocol to be submitted falls under Bakar BioEnginuity Hub or Research Infrastructure Commons (RIC) Faculty Lab eXceptional-use for Innovation & Entrepreneurship (FLEXIE) programs, a CALNET ID must be obtained in order to access the eProtocol system.

- Only the PI and/or Co-PI of the grant or subcontract can add his or her own SPO Funding information in the **Funding Sources** section of the protocol.
- 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) Once the application is complete, the Principal Investigator and Laboratory Contact can submit the application by clicking on **Submit Form** in the blue side panel menu.



- 2) A pop-up will appear asking if you want to submit. Click on **Yes**.



- 3) The system will then check to make sure that all of the sections in the protocol application have been completed.

- a. If any section is incomplete, the protocol will not be submitted and another pop-up will appear including a link to the incomplete section(s); you will need to click on the link to add the missing information, and repeat steps 1-3.

Protocol ID: 14-07-3748		Principal Investigator: EMP-FACULTY TEST	
Research			
S.No.	Resolution		
1	Please fill 'Please describe the sequence and timing of the manipulations' in Procedure Relationship Section.		

- b. If the protocol application is complete, a message will on appear your Investigator Home Page in bright blue thanking you for the submission and the Protocol Event column will change to read "SUBMITTED TO IACUC."
- c. Once submitted, the protocol is "locked" and can't be edited until the protocol is either returned for comment or approved.

Thank You for Submitting the Protocol 14-07-3748.

eProtocol » Investigator » Home

Welcome to UC Berkeley's eProtocol for IACUC Submissions

Important tips for success in eProtocol:

- Use Mozilla Firefox (for PC) or Safari (for Mac) as your web browser
- Make sure your browser's pop-up blocker is turned off
- Do not use your browser's back and forward arrows
- Only one person can edit a protocol at one time
- Sign out when finished and close browser

Note: eProtocol provides a common user interface for management of Committee for Protection of Human Subjects (CPHS) and Animal Care and Use Committee (ACUC) protocols. To submit an application to CPHS, click on the "IRB" tab below.

Create Protocol Clone Protocol Delete Protocol

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="#">SUBMITTED TO IACUC</a>		
<a href="#">14-07-3749</a>	EMP-FACULTY TEST	Test Protocol	<a href="#">Yet to Submit to IACUC</a>		