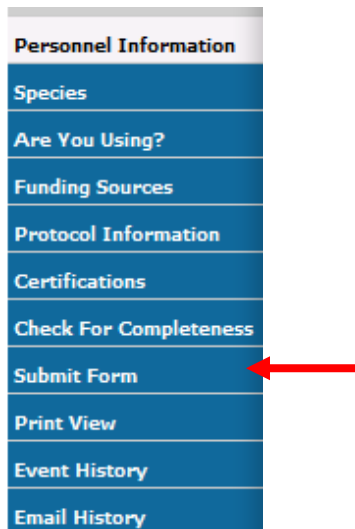


Submit a Protocol Application

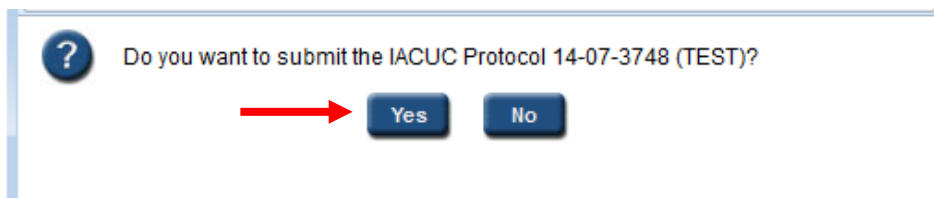
Important: A protocol can be created, edited and submitted by the Principal Investigator (PI), Laboratory Contact or Alternate Lab Contact. ***However, ONLY the Principal Investigator can complete two sections of the protocol:***

- 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) Once the application is complete, the Principal Investigator, Laboratory Contact or Alternate Lab Contact can submit the application by clicking on **Submit Form** in the blue side panel menu.



- 2) A pop-up window will appear asking if you want to submit. Click on **Yes**. This window often gets obscured on the user's desktop, and user thinks they've submitted but they haven't. **You must click "Yes" to proceed with the submission.**



- 3) The system will then check to make sure that all of the sections in the protocol application have been completed. This can take several seconds.
- If any section is incomplete, the protocol will not be submitted and another pop-up window 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.

Again, this window often gets obscured on the user's desktop, and user thinks they've submitted but they haven't. **You must click complete the form to proceed with the submission.**

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.		

- The most common section of the form that is incomplete, particularly with Amendments, is the **Certification section**. **Each time a protocol is submitted, including Amendments and Continuing Reviews, the PI must complete the Certification section.** Please see the Quick Guide on how to complete the [Certifications](#) sections.

4) If the protocol application is complete:

- A message will on appear your Investigator Home Page in bright blue thanking you for the submission.
- The Protocol Event column will change to read "SUBMITTED TO IACUC."
- The PI, Lab Contact and Alternate Lab Contact will receive and automatic email from eProtocol notifying them the protocol has been submitted.

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
14-07-3748	EMP-FACULTY TEST	Type your study title here...	SUBMITTED TO IACUC		
14-07-3749	EMP-FACULTY TEST	Test Protocol	Yet to Submit to IACUC		

- 5) Once submitted, the protocol is “locked” and can’t be edited until the protocol is either returned for comment or approved.