

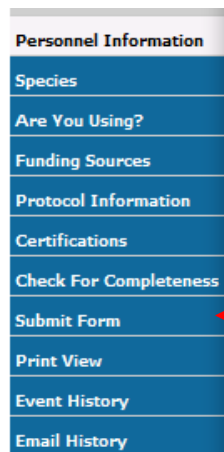
## Trouble Submitting a Protocol Application

**Important:** A protocol can be created, edited and submitted by the Principal Investigator (PI) and Laboratory Contact.

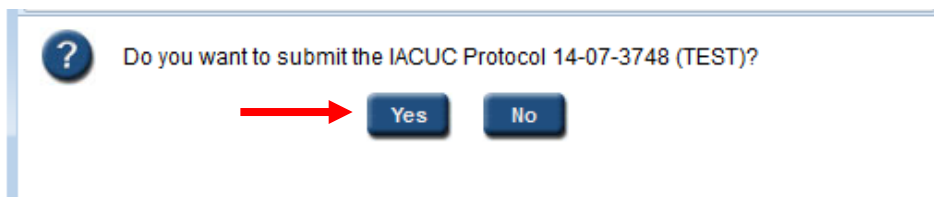
- Only the PI and/or Co-PI of the grant or subcontract can add his or her own SPO Funding information in the **Funding Sources** section of the protocol.
- Before the eProtocol system will permit the protocol to be submitted, the PI must log into the system and check the appropriate box in the **Certification** 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.

Some of the common problems that prevent the completion of the submission, include incomplete submission process and incomplete protocol form.



- 2) After the user click **Submit Form**, a pop-up 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.

- 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.

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: AUP-2016-04-8342		Principal Investigator: J
Animal Use Protocol		
S.No.	Resolution	
1	<a href="#">Complete the Certification section.</a>	

- b. 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.**

4) If the protocol application is complete:

- a. a message will appear on your Investigator Home Page in bright blue thanking you for the submission
- b. The Protocol Event column will change to read "SUBMITTED TO IACUC."
- c. The PI and Laboratory Contact will receive an automated email from eProtocol notifying them the protocol has been submitted.

[Thank You for Submitting the Protocol 14-07-3748.](#)

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**Welcome to UC Berkeley's eProtocol for IACUC Submissions**

<a href="#">Create Protocol</a> <a href="#">Clone Protocol</a> <a href="#">Delete Protocol</a>					
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>		

- d. Once submitted, the protocol is "locked" and can't be edited until the protocol is either returned for comment or approved.