

Introduction & Overview

The University of Notre Dame's eProtocol is an online system for submitting, tracking, reviewing, and approving research or teaching protocols, amendments, and annual renewals involving the use of live vertebrate animals.

- The system automates The Institutional Animal Care & Use Committee (IACUC) workflow and operations, management of review, and provides electronic protocol preparation, submission, routing, review, tracking, and approvals.
- The Principal Investigator (PI) or administrative contact is responsible for creating and submitting an online protocol for IACUC review and approval *prior* to commencing any research or teaching involving the use of live vertebrate animals.
- The protocol is approved for a three-year period, after which time a new submission must be submitted. The PI (or administrative contact) is also responsible for submitting annual renewal applications and amendment applications (i.e., revisions) when appropriate.

eProtocol Roles

- **Principal Investigator:** The person listed on the protocol as the Principal Investigator (PI) must be an employee of Notre Dame who is eligible under University to submit proposals for extramural support of a research, teaching, or public service project, and to perform research involving the use of animals.

Those listed in the protocol as PI, Co-Principal Investigator(s), or Administrative Contact can create, edit and submit a protocol. There is, however, one section of the protocol that ***only*** the PI can complete:

- Before the eProtocol system will permit the protocol to be submitted, the PI must log into the system and check the appropriate boxes in the Certifications section of the protocol,

accepting the responsibilities of the PI. This requirement exists as an electronic signature from the PI.

- **Co-Principal Investigator(s):** If there are more than one PI, this is where their name(s) would be entered into the application.
- **Administrative Contact:** This is typically the main Laboratory Contact who can create, edit and submit a protocol on behalf of the PI. This may be a lab technician, senior staff research assistant or post-doctoral student, and is in liaison for IACUC communications. Other administrative contact examples may include: research assistants, graduate students, or an administrative assistant who is familiar with all research or teaching operations.
- **Other Personnel:** Other personnel include any and all individuals who will be handling and/or conducting procedures on live vertebrate animals. Those listed as Other Personnel have view-only access to the protocol, and cannot edit, create or submit a protocol.

Technical Tips

- Make sure your browser's pop-up blocker is disabled
 - Google Chrome
 - At the top right, click More → Settings
 - Under "privacy and security, click "site settings"
 - Click "pop ups and redirects"
 - At the top, turn the setting to "Allowed"
 - Mozilla Firefox
 - From the toolbar, select Tools → Options
 - In the options dialog box, choose the "Content" tab.
 - Uncheck the box next to "Block pop-up windows".
 - Click "OK".
 - Restart Firefox
 - Safari
 - From the toolbar, select Safari → Block Pop-up windows.
 - A checkmark by the Block Pop-up windows indicates that pop-up blocking is enabled. Click on the label to turn off pop-up blocking.
 - Restart Safari.

- Do **not** use your browser's back or forward button. Use the navigation links within eProtocol to move from section to section.
- Only one person can edit at a time (although more than one person can view the protocol at a time).
- Any question followed by a red asterisk (*) must be completed before moving on.
- Be sure to save your work as you move through the form. In general, if you click on **Next**, it saves the section you are on before moving to the next.
- When leaving eProtocol, always **Save** and **Close, Sign-out** of eProtocol, and close your browser.