

## Create a Protocol

**Important:** A protocol can be created, edited, and submitted by a Principal Investigator, Co-Principal Investigator, Student or Postdoctoral Investigator, Administrative Contact, or Other Contact. *However, before the protocol can be submitted, **only** the Principal Investigator must log into the system and check the appropriate box in the Assurance section of the protocol.* This requirement serves as an electronic signature from the PI.

1) Log into eProtocol with your NetID & password at: <https://nd.keyusa.net/>

## Welcome to Notre Dame's eProtocol for IACUC Submissions

### Important tips for success in eProtocol:

- Use **Mozilla Firefox** (for PC) or **Chrome** (for Mac/PC) as your web browser
- Make sure your browser's **pop-up blocker is turned off**
  - For Firefox: Go to Menu → Options → Uncheck the **Block pop-up windows box**
  - For Chrome: Go to top right and click "More" → Settings → Under privacy and security, click Site Settings → Pop-ups and redircets → At the top, turn the setting to **Allowed**
- **AVOID using the back button.**
- Save your work by clicking the save button at the top of your protocol.

2) Click on the **Create Protocol** button to start a new application

eProtocol » Investigator » Home



3) Enter your **Study Title** in the text box.

eProtocol » Investigator » [Home](#) » Create Protocol

**Study Title**

4) Select the IACUC button.

**IACUC**

NDIACUCV2

5) Enter a **Principal Investigator (PI)**, as follows:

- You will not be able to type into the name field. If you are the administrative contact submitting on behalf of the PI, you will need to remove your name and add the PI to the protocol. Click on the **binocular** icon to look up the person.
- In the Find User pop-up, enter the PI's first name and/or last name. Alternatively, search by the person's Notre Dame NetID. Then, click the **Find** button.
- To select the person, click the **checkbox** next to their name. Make sure to confirm the title and department to ensure you enter the correct person. Click **OK**. Information from the Notre Dame directory will merge into the fields under Principal Investigator. If this information is incorrect, you will be able to edit it (with the exception of the name field).

Principal Investigator*	
<b>Name</b>	<b>Title</b>
Zimmerman, Christina	<input type="text"/>
<b>Email</b>	<b>Phone</b>
<input type="text"/>	<input type="text"/>
<b>Department</b>	<b>Mail Code</b>
Select One ▼	<input type="text"/>

Click on the binocular icon to search for PI.

**NOTE:** There is a separate section to add other personnel working *hands on* with animals, such as technicians. It is not necessary to add co-investigators who will **not** be working hands-on with animals (i.e. statisticians or researchers doing in vitro work). The IACUC only reviews personnel working directly with animals. If the protocol is to cover a teaching activity using live animals, you may wish to add co-instructors as co-investigators.

6) Once the Principal Investigator's information is entered, click **Create**.

7) Next, click on the **protocol ID #** you wish to edit.



The screenshot shows a web interface for IACUC protocols. At the top, there is a black header with the text 'IACUC'. Below it is a grey header for the table titled 'Protocols (In Preparation / Submitted)'. The table has a 'NEW' button on the left. The table columns are: Protocol ID, Form Name, Principal Investigator, Title, Protocol Event, Panel, and Meeting Date. The first row contains the following data: Protocol ID '16-1118' (circled in red), Form Name 'IACUC', Principal Investigator 'Zimmerman, Christina', Title 'nina', Protocol Event 'Yet to Submit to IACUC', Panel, and Meeting Date.

Protocol ID	Form Name	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
<a href="#">16-1118</a>	IACUC	Zimmerman, Christina	nina	<a href="#">Yet to Submit to IACUC</a>		

8) The first page of your application is the Personnel Information section.

Complete screens from **Personnel Information** through **Certifications**.

- ✓ **Personnel Information**—use this section to add all members of the research team based on their individual roles
- ✓ **Species**—This form is to document any species being used in the protocol.
- ✓ **Funding**—Input funding information that has been approved
- ✓ **Protocol Information**—this navigation tab contains a sub-menu of different forms: Research Description, Alternative Search, Husbandry, Euthanasia and Attachments.
- ✓ **Guidelines**—A list of both mandatory and non-mandatory guidelines are displayed.
- ✓ **Certifications**—This page ensures that you and the fellow research members comply and will abide by the rules and guidelines pertaining to the protocol and research being performed. **ONLY the PI can complete this page (refer to first important note at top of page 1).**
- ✓ **Check for Completeness**—use this feature to check for any unanswered questions before submitting the protocol. *Please refer to the eProtocol Quick Guide “Check Application for Completeness” if you have any questions.*
- ✓ **Submit Form**—When the protocol is finalized and all mandatory signatures have been received, the PI must click “**Submit Form**” in the left navigation menu. *Please refer to the eProtocol Quick Guide “Submit Protocol Application” for this step.*

- ✓ **Print View**—PDF versions of all sections of the protocol with or without comments can be generated with this tab.
- ✓ **Event History**—A catalog of dates in the life of the protocol and a list of all email correspondence from the system are listed here. Through this tab you can access the approved supplemental documents, approval letter and past PDF versions of the protocol to be printed or saved.

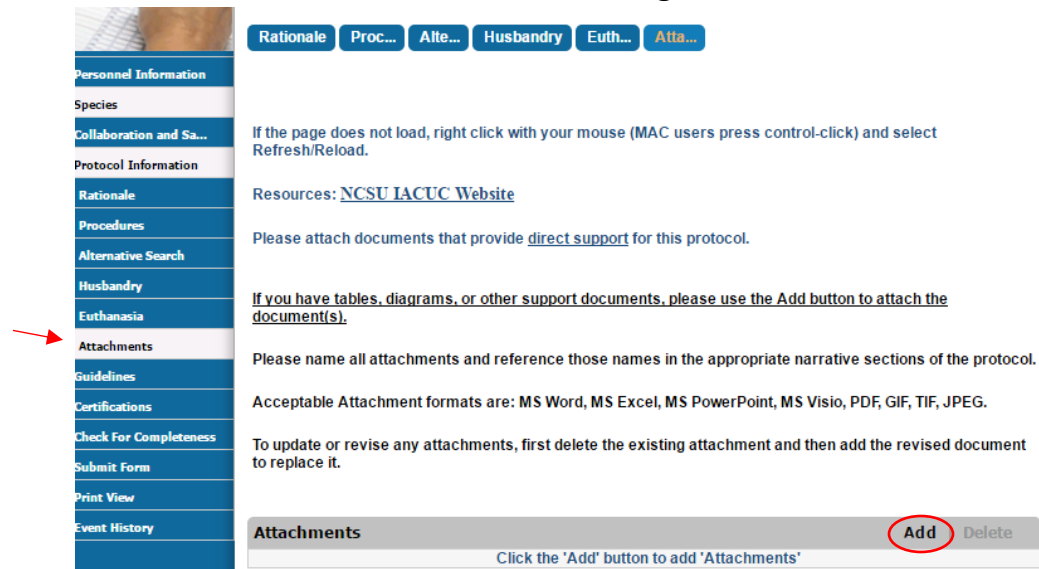
**NOTE for Personnel Information:** If you wish to add all personnel (so that they may view the protocol), you may do so in the **Other Personnel** section.

- To navigate to the next section, click the **Next** button. The system will save your data every time you go to a new section. If you stay on one page for too long, the system may time out and you will lose your work. Be sure to click the **Save** button periodically at the top of the protocol.

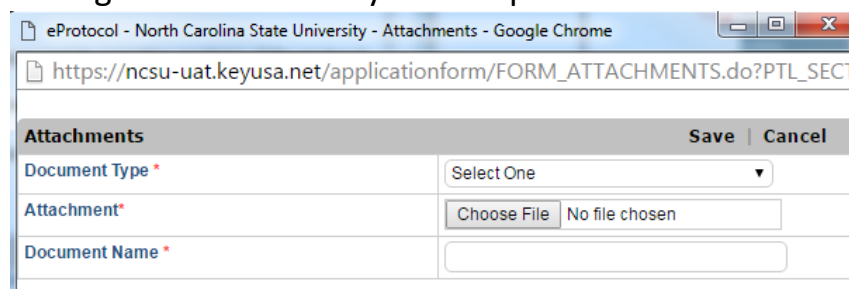
- You can closeout of the protocol at any time and access it again from the Investigator Homepage. Save the page you're working on before closing the protocol. Then, click on the **Close** button to close out of the protocol.

### Notes for Protocol Information Section:

- In order to add an attachment, go to the **Attachments** tab on the top tab bar or the side menu bar and follow the following steps:
  - Click the **Add** button circled in the image below



- In the pop-up window, use the drop down tab to select the **Document Type** and select the **Browse** button to navigate through documents on your computer.



- Select the document you wish to attach and press **OK**.
- Click **Save** as your process is now complete.

**\*\*When ready to submit for review, please reference eProtocol Quick Guide "Submit Protocol Application"**