Creating a New Protocol

Anyone registered with the eIACUC can create a new protocol. To register, go to http://iacucapp.ohsu.edu/iacuc/ and complete the form. Follow the steps below to create a new eIACUC II protocol.

1. Login to eIACUC II: http://iacucapp.ohsu.edu/iacuc/
2. Click on located on the left hand side of the page.
3. Fill out the form using the guidelines below.
   a. The person creating the protocol is listed as the PI or protocol staff and the PI must meet eligibility requirements. Only those listed on the form will be able to access it.
   b. All personnel are registered with the eIACUC II system prior to completing the new protocol form. Names are populated in the database at the time of registration and you will be unable to select the correct name if a person has not registered.
   c. All staff listed on the protocol have:
      i. Completed RCR for All in BigBrain
      ii. Completed and current Conflict of Interest
      iii. Registered with the Occupational Health & Safety Program via ReadySet. Registration instructions (including an access code) are located in the eIACUC II library under the “Reference” tab.

Navigating the Protocol Form

Use the “Continue”, “Back” and “Jump To” features:

1. **Continue**: Clicking will take you to the next, consecutive page of the protocol form.
2. **Back**: Clicking will take you to the last page you looked at. This process is not sequential if you use the “Jump To” to view pages in the protocol.
3. **Jump To**: In the gray bar at the top of the page is the feature. This allows you to navigate to specific pages in your protocol. eIACUC II has two different “Jump To” lists.
   a. **Jump To List 1**: This list is the first you will come to and includes pages that are applicable to all protocols. This list excludes procedure and animal information.
How to Create a New Protocol (eIACUC II)

IACUC Office Guide Sheet for Researchers

Jump To 1: Outside of the Animal Group Section

b. **Jump To List 2**: Found within an animal group entry and contains detailed animal use information (e.g. procedures, surgeries, administered agents and species).

Jump To 2: Within an animal Group Section

**Using Animal Groups**

1. **Identifying Animal Groups**: Animal Groups allow you to split your work into multiple lines of study.
   a. A group of animals will undergo similar sets of procedures but may not all be treated exactly the same. For example, you may list controls that undergo a sham surgery within the same animal group as experimental animals.
   b. If all of your animals are the same species and undergo a similar set of procedures, you will likely have only one animal group.

2. **Animal Groups & Species**: Animal Groups are limited to one species.
3. **Procedure Checklist:** Each animal group will have a procedure checklist. Checking items on this checklist will reveal additional pages within the animal group with questions specific to your work.
   a. **Remember:** If you will have multiple animals groups, only include procedures and agents specific to the group you are entering.

4. **Copying an Animal Group:** If the same set of procedures are conducted on multiple species, use the copy feature to create a new group for each species. All corresponding pages within an animal group copy to the new table entry. Click on “Edit” to revise.

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**Submitting Your Protocol for IACUC Review**

Only the Principal Investigator can submit a protocol for review.

1. **Completing a Protocol:**
   a. **Final Page (PI):** On the final page, the PI will have an option to submit. Click the red “Submit Now” button to submit.

   ![Submit Now Button]

   Click the icon below to Submit:

   ![Submit Now Button]

   b. **Final Page (Research Staff):** Research staff will have an option to notify the PI via outlook email to submit the protocol. Click the yellow icon to ensure that the eIACUC II system sends a notification to the PI. The notification will include a link to the protocol and submission instructions.

   ![The PI Still Needs to Submit]

   Click the icon below to send a notification to the PI listed on this protocol:

   ![The PI Still Needs to Submit]

   After you have sent the notification, this form will exit and you will be returned to the project summary page.
2. **Submitting from the Protocol Summary Page**: Use the “Submit Protocol” activity located on the left hand side of the Protocol Summary Page, under the Protocol Activities section.

   ![Submit Protocol](image)

**Confirming Submission**

The Current State located in the upper left hand corner of the summary page will change from “Pre Submission” to “Analyst Review”.

![Current State Pre Submission to Analyst Review](image)

**Tracking Progress**

You can track the progress of your review by using our review process tracker. The dark blue background indicates the stage of review your protocol is in.

![Review Process Tracker](image)

1. **Pre-Submission**: The protocol is not submitted and the IACUC Office may not be aware of your new submission or amendment.
2. **Pre Review**: The protocol or Modification is undergoing IACUC Office and Ancillary review. This means that your IACUC Analyst will review the protocol along with a Veterinarian. Other Ancillaries such as Chemical Hazards, Health Safety Officer, Radiation Safety, OSCRO or Biosafety may also review if your work involves the use of specific hazards or use of clinical areas.
3. **Changes Required**: The protocol is back with the Researchers and the IACUC Office is waiting for revisions.
4. **IACUC Review**: The protocol is being reviewed by the IACUC.
5. **Post Review**: The protocol has been approved and the IACUC Office is processing the approval.
6. **Review Complete**: Researchers have been notified of approval and the IACUC Review process is complete.
# How to Create a New Protocol (eIACUC II)

**IACUC Office Guide Sheet for Researchers**

## Protocol State

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Name of Activity</th>
<th>In-Process</th>
<th>Non-Active</th>
<th>What it Does</th>
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<tbody>
<tr>
<td></td>
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<td>Pre-Submission</td>
<td>Analyst Review</td>
<td>Researcher Revision</td>
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- **View / Edit Animal Study**: Opens the Protocol form. In some states, you can edit the protocol.
- **Print Preview**: Modifies form to allow for printing or creation of PDF.
- **View / Edit Amendment**: Click to view amendment summary. In some states, you can edit the Amendment.
- **View Differences**: Click to view changes. Available for Amendments only.

## Protocol Activities

<table>
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- **Log Comment**: Log Comment and/or attach documentation to the History Log (visible to all users).
- **Contact Analyst**: Sends e-mail to the IACUC Analyst.
- **Submit Protocol**: Submits the protocol for IACUC Office review.
- **Withdraw**: Moves the protocol to the withdrawn state.
- **Reactivate**: Reactivates the protocol for revision and submission.
- **Copy**: Creates a copy of the Withdrawn protocol.