

How to create a template or share your protocol in the eIACUC

1. **Creating a Template:** Only the PI on the protocol can generate a Template but anyone listed on the protocol can edit the study. Follow the steps below to create a template for your existing protocol.
 - a. The PI listed on the study can login to the eIACUC and open the protocol they wish to copy.
 - b. Click on “Create a Template” located on the left hand side of the page under the “My Activities” section.
 - c. Provide a “New Template Name”. **If you want to submit the study for IACUC review select “No” to the question “Copy this study to my templates”.**
 - d. Click “ok” to begin copying your protocol. This process could take 10-15 minutes depending on the size of your study.
 - e. Click on “My Home” located in the top right hand corner of the page to navigate back to your inbox. Your new protocol will appear under “IACUC Protocols”, notice the state is “Pre-Submission”.
 - f. Click on the title of your study and then click on “Edit Study” located on the left hand side of the page.
 - g. Edit the sections of your protocol you wish to change
 - i. **“Jump To” feature:** In the gray bar at the top of the page is the “Jump To” feature. This allows you to navigate to specific pages in your protocol.
 1. Click on the arrow next to the word “creation” to expand the list. Select the section you wish to edit and click on it.
 2. Remember to click “Save” after making changes to each page. “Save” is also located in the gray bar at the top of the page.
 - ii. **Protocol Checklist:** The check boxes on this page will trigger other pages with questions relevant to your study. If you are adding new experiments, you should revisit the checklist to see if there additional pages that will need to be completed.
 - h. When you are finished editing your study, click “Exit” or “Finish” to exit the copy of your protocol.
2. **Submit Your New Protocol:** The PI will need to log into the eIACUC and click the submit button located on the left hand side of the page under the “My Activities” section.

Have Questions? Contact us!

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