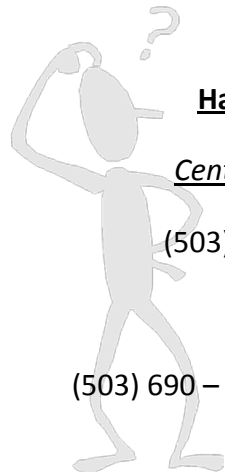


Initial Study

How to create a new protocol in the eIACUC

1. **Creating a new study:** Anyone registered with the eIACUC can create a new protocol. To register, go to <http://www.ohsu.edu/eiacuc> and click on the registration icon. Follow the steps below to create a new eIACUC study.
 - a. Login to the eIACUC
 - b. Click on “New Animal Study” located on the left hand side of the page.
 - c. Begin filling out the form and then click “continue”.
 - i. The person generating the study must be listed as either the PI or as protocol staff.
 - ii. All personnel listed on the protocol will need to register. Names are populated in the eIACUC database at the time of registration.
 - iii. All personnel will need to complete RCR for All and RCR Involving Animal Subjects Big Brain modules prior to submission. Big Brain Link: <https://bigbrain.ohsu.edu/>
 - d. Complete the form and then click “Finish” on the final page. The PI will still need to “Submit” the study.
 - 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.
2. **Submit Your 3 Year renewal:** 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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