

INTRODUCTION & OVERVIEW

Berkeley eProtocol is an online system for submitting, tracking, reviewing, and approving research or teaching protocols involving the use of live vertebrate animals.

- The system automates Animal Care and Use Committee (ACUC) and Office for Animal Care and Use (OACU) workflow and operations, management of review, and provides electronic protocol preparation, submission, routing, review, tracking, approval, and closeout.
- The Principal Investigator (PI) is responsible for creating and submitting an online Animal Use Protocol (AUP) for ACUC review and securing ACUC approval *prior* to commencing any research or teaching involving the use of live vertebrate animals.
- The AUP is approved for a three-year period, after which time a continuing review (*de novo*) AUP must be submitted. The PI is also responsible for submitting amendments to approved AUPs (i.e., revisions) when appropriate.
- Additional information on [ACUC Policy and Procedures on Protocol Review](#) and [eProtocol](#) are found on the ACUC web site, <https://acuc.berkeley.edu>.

eProtocol Roles

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

As a general rule, the PI on the grant funding the research is listed as PI on the AUP. All Academic Senate faculty members, and a few other categories listed in the policy, have PI status by title (i.e., as part of their appointment). Those who do not have PI status by title may be granted status by exception through the Office of the Vice Chancellor for Research.

eProtocol checks the name of the PI on the protocol against an existing database of eligible Principal Investigators. PI's who are new to the University or new to eProtocol will need to be added to the eProtocol system by the OACU staff.

Those listed in the protocol as PI, Laboratory Contact, and Administrative Contact can create, edit and submit a protocol. There are, however, two sections of the protocol that **only** the PI can complete:

- Only the PI and/or Co-PI of the grant or subcontract can add his or her own SPO Funding information in the Funding Sources section of the protocol.
 - Before the eProtocol system will permit the protocol to be submitted, the PI must log into the system and check the appropriate box in the Certification section of the protocol, accepting the responsibilities of the PI. This requirement exists as an electronic substitute for an ink signature from the PI.
- **Co-Principal Investigator:** The Co-Principal Investigator typically is a collaborator with the PI who has funding related to the approved protocol. The Co-PI can add funding that is listed under their name to the Funding section of the protocol form.

- **Laboratory Contact:** The Laboratory Contact is typically the person primarily responsible for managing all the day-to-day research or teaching operations. This may be a senior staff Research Assistant or Post-doctoral Student, and is the liaison for ACUC communications (e.g., Animal Use Protocol amendments, scheduling semi-annual inspection). The Laboratory Contact can create, edit and submit a protocol on behalf of the PI.
- **Alternate Lab Contact:** The Alternate Lab Contact is a back-up to the Laboratory Contact. This may be a staff Research Assistant, a Graduate Student, or an Administrative Assistant who is familiar with all research or teaching operations.
- **Administrative Contact:** The Administrative Contact is typically an in-office person associated with the lab who needs access to protocol information but does not work directly with animals. The Administrative Contact can create, edit, and submit a protocol on behalf of the PI.
- **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.

CalNet ID

In order to be added to an eProtocol AUP, **all personnel must have a valid CalNet ID**, an online identity which allows access to many UC Berkeley online services.

- A CalNet ID is generated for employees or students by their sponsoring department's Human Resources (HR) Representative.
- If you do not already have a valid CalNet ID, go to: <https://calnet.berkeley.edu/>.
- If you are not a UCB employee or student (e.g., visiting summer students, volunteers), you can still obtain a CalNet ID from your sponsoring department. For more guidance, please contact the Office for Animal Care and Use (OACU) at 642-8855 or acuc@berkeley.edu.

Technical Tips

- Mozilla Firefox (PC) and Safari (Mac) are the recommended browsers.
- Make sure your browser's pop-up blocker is disabled.
 - Mozilla Firefox
 1. From the toolbar, select Tools > Options.
 2. In the Options dialog box, choose the "Content" tab.
 3. Uncheck the box next to "Block pop-up windows."
 4. Click "OK."
 5. Restart Firefox.
 - Safari
 1. From the toolbar, select Safari > Block Pop-up windows.
 2. A check mark by the Block Pop-up windows label indicates that pop-up blocking is enabled. Click on the label to turn off pop-up blocking.

3. Restart Apple 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 an AUP 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 AUP. 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** your AUP, **Sign-out** of eProtocol, and close your browser.



eProtocol » Investigator » Home

Welcome to UC Berkeley's eProtocol for IACUC Submissions

Important tips for success in eProtocol:

- Use **Mozilla Firefox** (for PC) or **Safari** (for Mac) as your web browser
- Make sure your browser's [pop-up blocker](#) is **turned off**
- Do not use your browser's back and forward arrows
- Only one person can edit a protocol at one time
- Sign out when finished and close browser

Note: eProtocol provides a common user interface for management of Committee for Protection of Human Subjects (CPHS) and Animal Care and Use Committee (ACUC) protocols. To **submit an application to CPHS**, click on the "IRB" tab below.

Create Protocol Clone Protocol Delete Protocol

IACUC

IRB

Protocols (In Preparation / Submitted) ⌵

NEW ⌵

Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date