1) Log in to eProtocol with your CalNet ID & password at: https://eprotocol.berkeley.edu

2) Click on the IRB tab to see your Investigator Homepage for IRB Submissions.

3) The protocols that you see on your Investigator Homepage are protocols with pending action. No protocols will be shown if you have not yet been listed as personnel on a protocol in the system. Click on the Clone Protocol button.

4) Select the protocol to clone using the radio button next to the Protocol ID and click on the Clone Protocol button.

5) Click on the Yes button in the popup that appears.

6) eProtocol will return you to the Investigator home page and on it will be a note providing the protocol number of the new protocol that was created by cloning the protocol that was selected. For example: Protocol 2010-01-137 is created by cloning the protocol 2009-10-107.