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

2) UC Berkeley has purchased the IACUC and IRB modules of eProtocol. Click on the IRB tab to see your Investigator Homepage for IRB Submissions.

3) Click on the Create Protocol button to start a new application.

**Welcome to UC Berkeley's eProtocol for IRB Submissions**

Before you start, here are some important tips:

- 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

**Need Help? See eProtocol Quick Guides and FAQs**

For additional resources, see CPHS/OPHS Website

4) Enter your **Study Title** in the text box.
5) Select the IRB checkbox and a list of four (4) application forms will appear below. Click on the radio button next to the appropriate form.

*Note: Make sure that you choose the correct form. If you create a protocol using the wrong form, you will have to start over.*

6) Scroll down and **enter a Principal Investigator or Faculty Sponsor**, as follows:
   - You will not be able to type into the name field. Click on the binocular icon to look up the person.
   - In the Find User popup, enter the person’s **first name** and/or **last name**. Then, click on **Find** button.
   - To select the person, click on **checkbox** next to their **name**, and then click on the **OK** button. Information from the CalNet Directory will merge into the fields under Principal Investigator or Faculty Sponsor. If this information is incorrect, you will be able to edit it (with the exception of the name field).

7) If you are NOT the Principal Investigator or Faculty Sponsor, enter yourself in the appropriate role. **You do not need to enter other personnel at this point.**
8) Scroll to the top or to the bottom of the screen and click on the **Create** button. This will pull up the application form that you selected for you to complete.

   ![Create button image](image)

   **Click on the Create button to start your application form.**

9) The first page of your application is the Personnel Information section. Complete screens from **Personnel Information** through **Assurance**.

   *Note: You must complete Personnel Information through Funding before you will be able to move back and forth freely in the application form. Responses in the first five sections will dictate which questions are required in Protocol Information.*

   - Click on the **Next** arrow, to complete protocol application section-by-section. The system will save your data every time you go to a new section.
   - You can closeout of the protocol at any time and access it again from your Investigator Homepage. Save the page you are working on before closing the protocol. Then, click on **Close** to closeout of the protocol.
   - When ready to submit to OPHS/CPHS, see eProtocol Quick Guide **Submit Protocol Application.**

   ![Protocol application form](image)