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) From your Investigator Homepage, there are two ways to get to a list of your approved protocols:
   a. Scroll to the bottom of the page (past the Study Closure section of the table); or,
   b. Go to the Investigator Menu on the upper left side of the page and click on Approved Protocols.

4) Click on the Protocol ID link of the protocol for which you wish to report the incident.

5) Select Start Incident Report in the Approved Protocol Decision menu and click Ok.
6) Complete the Incident Report. When the report is complete, click on the **Submit Form** button in the dark blue menu on the left side of the screen.

   *Note: You can close out of the Incident Report at any time and access it again from your Investigator Homepage. Save the page you are working on before closing the report.*

7) A popup will ask if you are sure that you want to submit. Click on the **Yes** button.

8) When the form has been submitted, a message will appear on your Investigator Homepage in bright blue thanking you for the submission and the Protocol Event column will change to read “SUBMITTED TO IRB.”