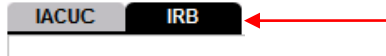


## Report an Incident (Adverse Event or Unanticipated Problem)

- 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.



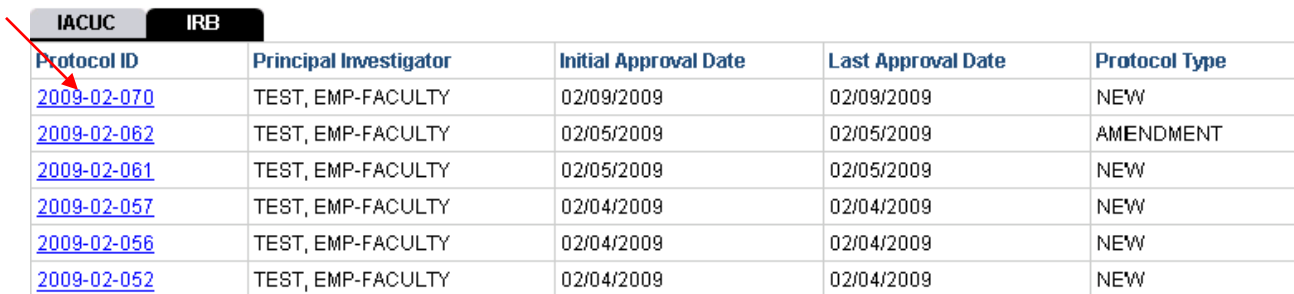
- 3) From your Investigator Homepage, there are two ways to get to a list of your approved protocols:
  - a. Scroll to the bottom of the page (past the Study Closure section of the table); or,
  - b. Go to the **Investigator Menu** on the upper left side of the page and click on **Approved Protocols**.



Protocol ID	Principal Investigator	Initial Approval Date	Last Approval Date	Protocol Type
<a href="#">2009-02-070</a>	TEST, EMP-FACULTY	02/09/2009	02/09/2009	NEW

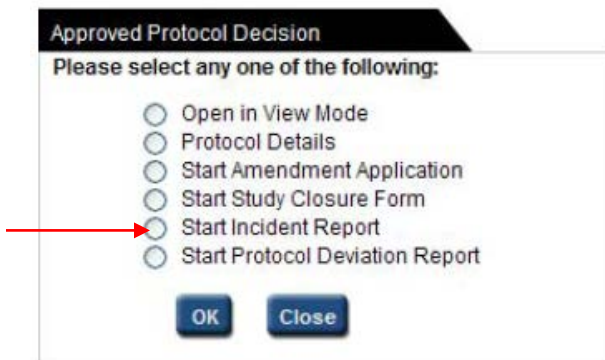
- 4) Click on the **Protocol ID** link of the protocol for which you wish to report the incident.

[Home](#) » Approved Protocols



Protocol ID	Principal Investigator	Initial Approval Date	Last Approval Date	Protocol Type
<a href="#">2009-02-070</a>	TEST, EMP-FACULTY	02/09/2009	02/09/2009	NEW
<a href="#">2009-02-062</a>	TEST, EMP-FACULTY	02/05/2009	02/05/2009	AMENDMENT
<a href="#">2009-02-061</a>	TEST, EMP-FACULTY	02/05/2009	02/05/2009	NEW
<a href="#">2009-02-057</a>	TEST, EMP-FACULTY	02/04/2009	02/04/2009	NEW
<a href="#">2009-02-056</a>	TEST, EMP-FACULTY	02/04/2009	02/04/2009	NEW
<a href="#">2009-02-052</a>	TEST, EMP-FACULTY	02/04/2009	02/04/2009	NEW

- 5) Select **Start Incident Report** in the Approved Protocol Decision menu and click **Ok**.



Approved Protocol Decision

Please select any one of the following:

- Open in View Mode
- Protocol Details
- Start Amendment Application
- Start Study Closure Form
- Start Incident Report
- Start Protocol Deviation Report

- 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 closeout 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.*

IRB - Soc-Behav-Ed Exempt Protocol ID: 2010-04-1063 (EMP-FACULTY TEST)  
 Protocol Title: Test Protocol

✓ Spell Check ? Help Save X Close

**Incident Report**

1. Dates

a. Date of incident:

b. Date of incident discovery by research personnel:

2. Subject Information

a. Subject's age:

b. Subject's gender:

c. Subject's initials or ID#:

3. Provide details/description of problem; treatment and/or other steps taken; timing of event, etc.

4. Unanticipated problem/ adverse event *appears* to be (check one):

Directly related to the research

Indirectly related to the research

Unrelated to the research

Incident Report  
 Submit Form  
 Print View  
 Get Protocol

- 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."

IACUC IRB Create Protocol Clone Protocol Delete Protocol

Protocols (In Preparation / Submitted)

NEW

Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
<a href="#">2010-04-1057</a>	EMP-FACULTY TEST	Test April Updates	<a href="#">Yet to Submit to IRB</a>		
<a href="#">2010-02-797</a>	EMP-FACULTY TEST	Study Title	<a href="#">Yet to Submit to IRB</a>		
<a href="#">2010-01-521</a>	EMP-FACULTY TEST	Study Title	<a href="#">Yet to Submit to IRB</a>		

AMENDMENT

Currently there are no Amendment protocols.

CONTINUING REVIEW

Currently there are no Continuing Review protocols.

INCIDENT REPORT

Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
<a href="#">2010-04-1063</a>	EMP-FACULTY TEST	Test Protocol	<a href="#">SUBMITTED TO IRB</a>	Expedited Panel 1 (Xlab)	