

PDF and Print Protocol

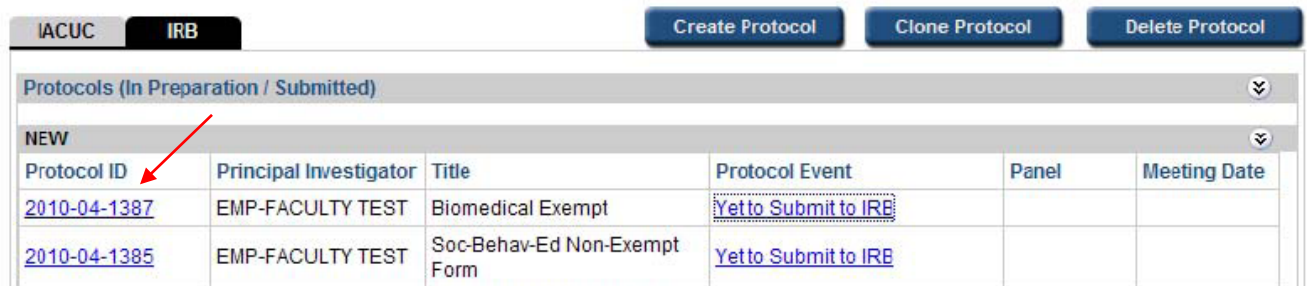
Important: In order to be able to convert a protocol into a PDF and print, you must have Adobe Acrobat or a recent version of Adobe Reader. The latest version of Adobe Reader software can be downloaded from the internet *free of charge* at: <http://www.adobe.com/products/reader>

- 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.



- 4) To open the protocol, click on the **Protocol ID** link.

Note: If the protocol has been approved, you will have to scroll to the bottom of the page to find it.

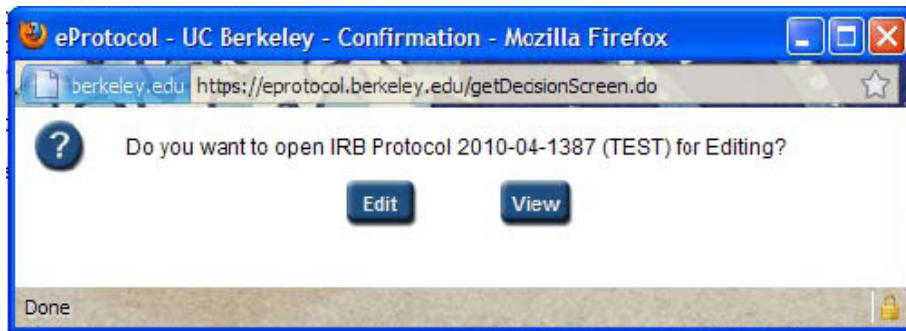


The screenshot shows the IRB tab selected in the navigation bar. At the top right, there are three buttons: 'Create Protocol', 'Clone Protocol', and 'Delete Protocol'. Below the navigation bar, there is a section for 'Protocols (In Preparation / Submitted)'. A 'NEW' section is highlighted, containing a table with the following data:

Protocol ID	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
2010-04-1387	EMP-FACULTY TEST	Biomedical Exempt	Yet to Submit to IRB		
2010-04-1385	EMP-FACULTY TEST	Soc-Behav-Ed Non-Exempt Form	Yet to Submit to IRB		

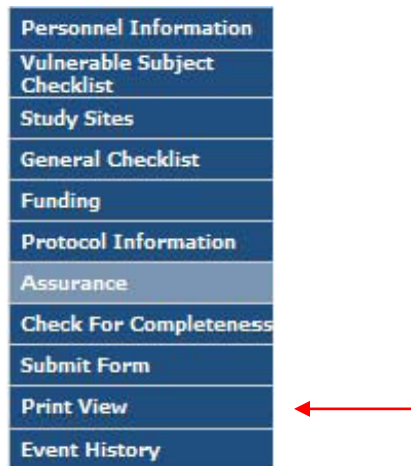
- 3) In the popup window, click on either **View** or **Edit**.

*Note: An approved protocol will have a different popup. In this case, select **Open in View Mode** and click on **Ok**.*



5) To convert the protocol into a PDF and print it:

a) Click on **Print View** in the blue menu on the left side of the screen.



b) In the Print View pop-up, you can choose which sections to print, the page orientation, and whether to print attachments and/or CPHS/OPHS comments (if any). Make your selections and click on **OK**.

c) The protocol will be converted into a PDF file which you will be able to save, or print by clicking on the print icon in the tool bar.