

Creating a Protocol

1. Click on the applicable committee in the “Protocols” section of the homepage.



2. This will take you to your list of files. You may or may not see anything under “Files” depending on whether or not you have created any protocols or if you are listed as personnel on any protocols.

Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

No. of entries: 4

	IACUC #	File title	File created	File status	Last file status change	Expiration date	Document status	Last document status change	1st approved	Principal investigator	Version	Next Annual Review Date
	IACUC-19-255	Test 12 - Created from 19-249 wit...	04-Nov-2019	Initiated	04-Nov-2019	---	Draft	04-Nov-2019	---	TEST_INV1, IACUC PI	1.0	---
	IACUC-19-254	Test 11	30-Oct-2019	Approved	04-Nov-2019	30-Oct-2022	Approved	04-Nov-2019	30-Oct-2019	TEST_INV1, IACUC PI	16.0	30-Oct-2021
	IACUC-19-253	Test 10	30-Oct-2019	Initiated	30-Oct-2019	---	For Signature	04-Nov-2019	---	TEST_INV1, IACUC PI	10.0	---
	IACUC-19-251	Testing Forms - Breeding	24-Oct-2019	Initiated	04-Nov-2019	---	Draft	04-Nov-2019	---	TEST_INV1, IACUC PI	3.0	---

3. To create a new protocol, click the “+ New” button under “Files”

Hint If you do not see anything under “Files” click the + sign to expand the list of files.

4. Clicking “+ New” will bring up a pop-up to start your protocol. Be sure your pop-ups are not blocked.