**Protocol Access**

These instructions cover who has access to protocols, how to search for protocols, and how to add delegates.

Only the PI, their delegate(s), and personnel listed on the protocol will have access to the protocol record and only the PI and their delegates will be able to edit the record. Your ability to view and edit records is dependent on your “role” and permissions.

**Roles for the Lab Animal module in IRAP:**

1. **You are the PI.**
   a. You will be able to access protocol records and **edit** any eForms for which you are listed as the PI.
   b. To search for all of your protocols you can simply click the Show/List option under the My Lab Animal Research tab in IRAP.

2. **You are listed as personnel on the protocol.**
   a. You will be able to access and **view** any protocol record and eForm for which you are listed as personnel. Please be aware that this is different than being listed as an Office or Lab Contact.
   b. You can search for all of your related protocols by clicking on Search For under the My Lab Animal Research tab and then clicking the Open/Locate button.

3. **You are a delegate for a PI.**
   a. You will be able access protocol records and either **view** or **edit** eForms based on the permissions your PI has designated.
   b. If you are a delegate, you will see an icon ( ) next to the Show/List option under the My Lab Animal Research tab. Click on the icon and select the PI for which you would like to Search to see a list of their protocols.

4. **You are designated as an Administrator for your department.**
   a. Department administrators have **view** access to all protocol records for PIs in their department, division or school.
   b. To search for protocols, a department administrator can click the Search For option under the My Lab Animal Research tab. You can use the search criteria to look for specific protocols or click the Open/Locate button to see all protocols to which you have access.

**Using the “Search For” criteria:**

**NOTE:** No matter which criteria you use, you will only see those protocols to which you have access based on your role.

1. Search by PI (primary investigator for the protocol).
   a. Either enter the PI’s last name in the text field or click **Set** to use the alpha-split list.
To use the alpha-split list, click on the first letter of the person’s last name.

Use the drop down menu to manually search for the correct person, or begin typing (last name, first name) in the search field. The dropdown menu will automatically scroll as you type.

Once the correct person is highlighted, click Select.

2. Search by protocol number.
   a. Enter the full APN (IACUC-12345) or use the wildcard (*) plus the 4 or 5 digit number (e.g. *9999, *20020).
   b. Click Open/Locate.

3. Search by Investigator.
   a. The Investigator field can be used to search by personnel listed on a particular protocol. This does not include people included only as Office or Lab contacts. This option could be useful if you are not sure under which protocol(s) particular staff members have been listed.
   b. Like the PI field, either enter the person’s last name or click Set to use the alpha-split list.
   c. Click Open/Locate.

Most of the other search fields function the same as the 3 listed above. Remember, for any text options you can always use the * wildcard, and clicking the Set link will give a pre-determined list from which to choose your options.

Adding delegates:

NOTE: Each PI must add his or her own delegates and apply the appropriate permissions.

1. After logging into IRAP and click on the My Profile tab.
2. Click Edit.
3. In the list, click Delegates.
4. Click Add.
5. Begin typing (last name, first name) in the text box until you find the correct individual. Click on the person’s name in the list and click Select.
6. You will need to select which IRAP modules you would like this person to access. Click the blue (+) and select the appropriate modules. Click Select.
7. Now you will need to assign permissions. The system defaults to View access so you will need to click the Edit button if the person should be able to edit your eForms. If you would like the individual copied on all IACUC correspondence from the system, check the CC on emails box.
8. Scroll up and click Save in the upper right corner.