

Adding eForms to Existing Protocols

For protocols that have previously been approved by the IACUC, an eForm will need to be added to the protocol record when (1) you transition the protocol to the eForm, and (2) you are ready to make another submission for a protocol already submitted as an eForm. Both processes are very similar and will be covered in this set of instructions.

Note: 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. For more information on accessing protocol records, see the video/instructions for “Protocol Access”.

Steps for adding the first eForm to a protocol record:

- i. Log into the [IRAP](#) system.
- ii. Click on My Lab Animal Research and Click Search For. For this tutorial we will search by Animal Protocol Number (APN). For more search options please view the video/instructions for “Protocol Access”.
- iii. In the Protocol Number field enter the full APN (IACUC-12345) or use the * and the 5 digit number. The asterisk is a wildcard for most of the search fields.
- iv. Click Open/Locate or hit enter.
- v. To open the protocol record, click the folder icon.
- vi. The protocol record opens to the Submission Summary screen. In the right corner use the drop down menu and select the Third Year Renewal option. Click Add New.
- vii. The system automatically attaches the eForm and you are now ready to click Edit and begin filling out your form.

Steps for adding an eForm to protocols already submitted on the eForm:

- i. Follow steps i-v above to access the protocol record.
- ii. The protocol record opens to the Submission Summary screen. In the right corner use the drop down menu and select the appropriate option. The Continuation/Modification option should be selected when you are amending the protocol or if you are submitting an annual update. The Third Year Renewal option should be selected if it is time for the 3 year full review. Click Add New.
- iii. If you are submitting a Third Year Renewal the most recent version of the eForm will automatically load and you can click Edit to begin working in the form. If you are submitting a Continuation/Modification you will need to load your current eForm manually. This step will go away once everyone has converted to the eForm. Click on the blue Add Institution Forms link. In the new window you will see your eForm listed at the bottom. Click the checkbox and click Add. Your most recent eForm is now attached and ready to edit.