Create New: Creating a new protocol record

The Create New function is used only for new projects that have never been reviewed by the IACUC. If you need to add an eForm to an existing protocol, see the video/instructions for "Adding an eForm to an Existing Protocol".

Note: Anyone can create a protocol for anyone else, but only the PI, their delegate(s), and personnel listed on the protocol will have access to the record once created. For example, I can create a protocol for Dr. Smith. If I am not Dr. Smith, a delegate for Dr. Smith or listed in the personnel section of the protocol I will not be able to access that protocol record later. In fact, I won't even see it. For more information on accessing protocol records, see the video/instructions for "Protocol Access".

Steps for creating a new protocol record:

i. Log into the IRAP system.
ii. Click on My Lab Animal Research and Create New.
iii. In the new window, click Continue.
iv. Enter the title of the project. If the project is externally funded, this title must match the grant title. Click Continue.
v. Select the PI for the protocol. The system will default to whoever is logged into the system. Use the alpha-split list to select the correct PI if necessary. Click Continue.
vi. You have now created a new protocol record. The APN has already been generated and the system has loaded a blank electronic form. Click Edit to begin working on your eForm.