

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.

