Introduction - How to Get to Your Protocol's Homepage

1. Go to http://eprotocol.osu.edu and log in with your username and password

2. Once logged in, click the “e-IACUC” tab.

3. From the list of your studies click “the title of your protocol”.

4. You are now on the homepage of your protocol.

ACTIVITY 1 (see instructions below)
ACTIVITY 2 (see instructions below)
Activity 1: PROPOSING A STUDY TEAM CHANGE
Can be done by anyone listed on the protocol

1. On the left side of the homepage, please click red link that says:

   ![Propose Study Team Change]

2. A new window pops up with the current study team.

   **Option 1 – Remove Personnel:**

   **Step 1:** Click the **Remove or Delete** button next to the name of any individual you want off the protocol.

   ![Proposed study team members][1]

   **Clicking "OK" below does not change the study team listed on the protocol. The Principal Investigator must complete the "Submit Study Team Change" activity to make the study team change.

   **Step 2:** Click the **OK** button to finalize the action.
Option 2 – Add Personnel:

Step 1: Click the **Add** button below the role that applies to the individual you are adding.

```
Propose Study Team Change

- Make all necessary additions and/or removals to the study team below.
- Every person on the team must be current in all study team requirements. Go to http://oreg.oncol.edu/iacuc/training to view study team requirements and access online courses.
- Once the desired study team is listed, click "OK" to save the proposed changes.

Clicking "OK" below does not change the study team listed on the protocol. The Principal Investigator must complete the "Submit Study Team Change" activity to make the study team change.
```

### Additional Contacts:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Remove</td>
</tr>
</tbody>
</table>

### Co-Investigators:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Activities Performing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no items to display.

### Key Personnel:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Activities Performing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Step 2: Please click the **Select** button.*

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Edit Study Team Member

* Study Team Member:
  [None] Select...

Note: An individual must be registered (logged in at least once) in the e-Protocol system in order for their name to appear in the list of individuals available for addition to this protocol.

* Select the activities this individual will be performing under the protocol.

- [ ] Blood Collection
- [ ] Euthanasia for Tissue Harvest Only (and No Other Activities on Live Animals)
- [ ] Food and/or Water Modification
- [ ] Imaging
- [ ] Other
- [ ] Other
- [ ] Other
- [ ] Restrained > 60 minutes or Restraint Used to Induce Stress as Part of the Experiment Paradigm
- [ ] Surgery: Survival

* Required
```

*Step 3: **FOR IACUC ONLY**: IACUC protocols require you to Select Activities.*
Step 4: Select **Filter**
Step 5: Type the **Keyword** (last name, e-mail, first name, etc)
Step 6: Click **Go**
Step 7: Click the **Bubble** next to the name you want to add.
Step 8: Click **OK**

**CAN'T FIND A PERSON?** A person not in the selectable personnel list will most likely have to register themselves into the eProtocol system. They can do this by going to [http://eprotocol.osu.edu](http://eprotocol.osu.edu). When they sign in with their username and password, they will be taken to a registry screen. Once the registry has been completed, their name will show up automatically and instantaneously in the list.
Step 9: Click either the **OK** button if you are done or the **OK and Add Another** to add more personnel [Repeat steps 2 through 8 to add more personnel]

Note: Again, **Select Activities** is only found in **IACUC protocols**.

Step 10: The new name(s) should appear on the study team list. Click the **OK** button.

Step 11: The Proposed Study Team is completed. Inform PI the request can be finalized.
STEP 2: SUBMIT A STUDY TEAM CHANGE  
Can be done only by PI

1. On the left side of the homepage, please click red link on the left side that says: Submit Study Team Change

2. A new window pops up with the proposed Study Team created in Step 1.

3. **Verify Training Completion** of everyone listed in the window. If anyone has an “Incomplete” or “Expired” training record, that individual will need to complete the training in order for the new study team to be finalized. More information on completing the training can be found [HERE](#).

4. Once everyone’s training is completed, click the **OK Button** to finalize your new study team.