Issuing Department Endorsement

1. Your college designated you.
   - You are listed as one of several endorsers for your division, department, or college.
   - Your endorsement means that your administrative unit wants this research to move forward for committee review.
   - Contact your college’s research dean if you have questions.

2. Receive an email notification
   - You and other designated colleagues will get the same email.
   - You will only see your name in the email you receive (limitation of the core technology).

3. The submission will not move forward until it is endorsed
   - One of the endorsers must take action; you and colleagues decide who is handling.
   - You may not endorse any protocol on which you are listed in any role.

4. Find the submission online through the email notification.
   - Click on the web link in the email notification.
   - The link will take you into system or you can go to http://e-protocol.osu.edu.

5. Log into e-Protocol.
   - You will need your OSU (name.number) user name and password.
   - Registration is required the first time you log in.

6. You will be directed to My Workspace

7. Click on Department/Division Endorser Role (left hand side of My Workspace)

8. Review the submission
   - Click on View Protocol – to review protocol information
   - Click on Print Version – to quickly view the protocol contents online

9. Go to My Activities (Left side of Workspace)

10. Click Issue Department/Division Endorsement OR Click Changes Required by Department.

11. Click OK to finish.

User Support  orhelpdesk@osu.edu  614.688.8288
Colleges should contact Yocom.9@osu.edu to designate endorsers.