Department Chair   eProtocol Certification for IACUC.

Your Certification of a protocol has been requested by the P.I. Before certification, you must disclose any potential conflicts of interest with the investigator or the proposed research.

Overview of the process (detailed instructions are provided below):

1) PRINT THESE INSTRUCTIONS

2) Log into eProtocol

3) Open the protocol and review

4) Disclose conflicts of interest

5) Certify your support of the protocol

6) Logout

Detailed Instructions:

1) Access eProtocol at https://ksprodweb.ovpr.wayne.edu/ **using only Firefox or Safari** (if neither of these browsers is your *default* browser, copy and paste the link into the address field).

2) Login with your WSU Access ID and password

3) The Investigator Dashboard will appear

4) As you scroll down the page, locate the section for "Dept. Certifications"

5) Click on "Receipt of Dept. Certification"

6) Click on "Protocol ID", located next to the name of the P.I.

7) A popup window will appear asking if you want to open the protocol in View mode. Click "OK" on the popup window to open the protocol

8) The Protocol will now be open for your review

9) On the lower left side of the page, click on "Certifications"

10) On the "Certifications" page find your name and check the box to sign off on the protocol

11) On the bottom right of the page, click "Next" to go to the "COI Disclosure" page

12) On the "COI Disclosure" page, find your name and answer the question regarding your potential conflict of interest.

13) On the top right of the page, click on "Save"

14) On the top right of the page, click on "Close"

15) You will be back on the "Dept. Certification" page

16) Click "Refresh"-this will activate the certification checkboxes.

17) Click on one of the 2 checkboxes

18) Click on "Submit"

19) On the top right of the page, click on "Sign Out"

If you have questions, please call the IACUC office at 577-1629