

## ***As a Principal Investigator what do I need to know before I submit a protocol using eProtocol?***

### **eProtocol website!**

A Division of Research eProtocol website with training materials and a link to eProtocol can be found at <http://research.wayne.edu/ep/>. Alternately, you can access eProtocol directly at <https://ksprodweb.ovpr.wayne.edu/>.

Please make sure you use a supported browser:



### **Personnel Training**

Once you create a protocol you will add your research personnel using the search feature; their demographic information, including WSU Access IDs, will populate automatically.

Each person on the protocol needs to update their profile at CITIProgram.org by adding their Access ID to the Employee Number field (see the ***Steps to update CITI*** handout for further instructions). This step is critical because online training data from CITI cannot be imported without an Access ID.

Everyone on the protocol **must** have all applicable online CITI training completed before the protocol can be **submitted** to the IBC.

### **e-Signatures (certifications) and COI Disclosures**

When you have finished completing your protocol, use the “Check for Completeness” function to ensure that all the questions have been answered. Once you have cleared all outstanding issues, the next step is to have your personnel “sign” your protocol.

Everyone on the protocol must both **certify** and answer the **COI Disclosure** in eProtocol (see the ***Steps for Research Personnel Certification*** handout). Each person will access eProtocol using the link above with their own Access ID and password. Because they have been listed on the protocol they will see it on their Investigator Dashboard. They will open the protocol and then proceed to the **Certifications** and **COI Disclosure** sections. eProtocol does not automate this e-signature process, so you will need to communicate directly with your team when you are ready to have them sign off on the protocol.

Once you have collected all e-signatures, you are ready to submit the protocol to your Chairperson for his/her sign off. Open your protocol in Edit mode and click “Submit Form”; you will be prompted to confirm that you want to submit the form to your Chair for certification. You can share the ***Steps for Chair Certification*** handout with your Chair for instructions on how to proceed. Once the Chair certifies and answers the COI question he/she will be prompted to send the protocol back to you so you can submit the signed protocol to the IBC for pre-review and subsequent Committee review.