



Submitting a New Protocol

This guide will instruct you on how to submit a new animal study in eIACUC.

Generating a New Protocol:

1. Access e-IACUC:

<https://esupport.hms.harvard.edu/COMSIACUC/>.

This will take you to your Personal Page.

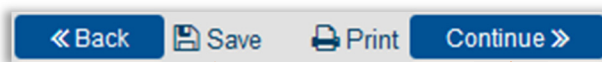
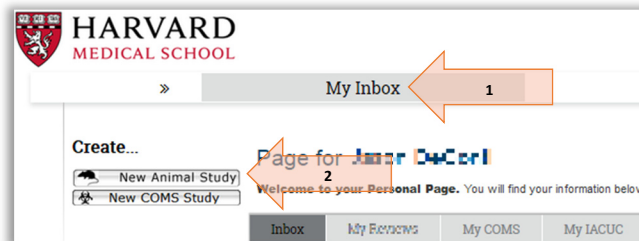
*Note: You can always select the **My Inbox** link to return to this page.*

2. Select the **New Animal Study** button. This will open a new protocol application, known as the SmartForm.

3. Complete the first page of the SmartForm.

4. **Save** your progress or select **Continue**. This will generate a record of your protocol in eIACUC.

Note: The protocol will be assigned unique 8-digit identifier. This is your protocol number.



Completing the Protocol Application:

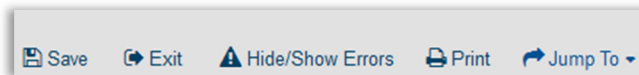
5. Complete the rest of the SmartForm.

*Note: Select **Continue** to move across pages of the application. You may also select the **Jump To** drop-down menu to navigate to a specific page.*



6. **Save** and **Exit** the SmartForm.

Note: Exiting the SmartForm does NOT submit the protocol for review. You may continue editing the SmartForm as needed.



Submitting the Protocol for Review:

7. From the protocol's workspace, only the PI can select the **Submit Study** activity.

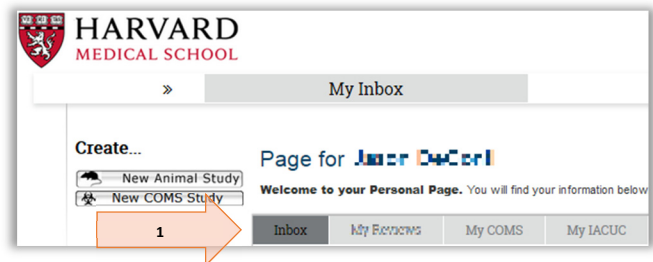
Note: The system will verify if all of the mandatory fields have been answered. For help, read the E-IACUC Investigator Guide: Checking the Study for Errors.



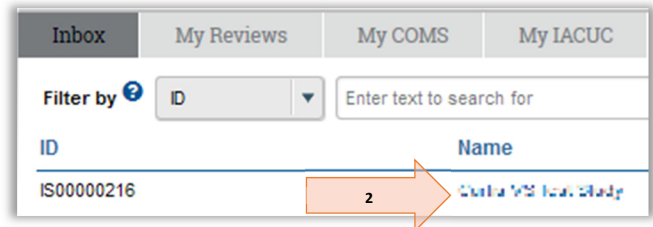
Once the protocol is submitted, the current state will change from Pre Submission to ORSP Preliminary Review, indicating the beginning of the review process. Work described on this protocol can only begin after IACUC approval.

Returning to Your Protocol:

1. From your Personal Page, make sure the **Inbox** tab is selected. This will display a list of your pending studies.



2. From this list, select the protocol you wish to edit. This will take you to its workspace.



3. Select the **Edit Animal Study** button.

