eProtocol FAQ’s

What is eProtocol?
eProtocol is a new web-based technology will merge the functionality of numerous compliance systems into a single, integrated solution. eProtocol will promote and facilitate the compliance process for researchers, management staff, technical teams, committee members, and reporting units. Researchers and staff will see a number of benefits, including:

- Intuitive, online interface with dynamic, question-based forms (“smart forms”)
- Streamlined administrative processes (including the elimination of duplicative data entry for common compliance processes)
- Ability to modify and edit drafts, pause form completion and continue later
- Forms that can be completed by someone other than the form signatory
- Reporting and email notification features

When will eProtocol be available to PIs?
Beginning fall semester 2012 all new Institutional Biosafety Committee (IBC), Institutional Animal Care and Use Committee (IACUC) and Controlled Substances (CS) applications will be submitted through eProtocol. At launch, new applications, including three year renewal applications, must be submitted via eProtocol.

Additional eProtocol modules, including the Institutional Review Board, Unfunded Research Agreements and Post Approval Monitoring, will be released in 2013.

Will all of my protocols be available in the new system?
Not immediately. At system launch, we will only process new applications in eProtocol. Active protocols initiated prior to the fall 2012 launch will continue to be processed using the existing submission mechanisms. You may continue to track the status of existing research using eResearch and submit changes in protocol, personnel or funding updates via email using the forms available on committees’ websites until data conversion.

When will protocol information submitted before eProtocol’s launch become available in the system?
Existing and pending protocols will be migrated into eProtocol approximately three months after system launch. Study numbers will remain the same. Some protocol data can be migrated from the existing electronic systems. Data that cannot be migrated will be moved manually by committee staff, not PIs.

How will I access eProtocol?
eProtocol will be available at eprotocol.umn.edu. Anyone with an active x.500 may log in to eProtocol to initiate and submit an application for review by IACUC, IBC and Controlled Substances. Please refer to committee websites regarding eligibility requirements, including
documentation of employment, education and training requirements, for those who wish to conduct research at the University of Minnesota.

All PIs and study staff must have an active x.500 to access the system or to be listed on an application. Accounts will be established for PIs, Co-Investigators and others listed on applications but not affiliated with the University of Minnesota. The process by which to request accounts will be communicated prior to system launch.

**Will eProtocol communicate with other web-based systems at the University?**
eProtocol will pull and display all relevant, reported training activities available in the University’s Learning Management System. PIs will also have the ability to connect proposal and award information directly to their IACUC, IBC and IRB applications. More information about how and what information will be shared between eProtocol, LMS and EFS will be provided closer to system launch.

**Do I need eProtocol training before I create an application?**
eProtocol training is not required to submit an application. Feedback we’ve received from peer institutions who have implemented this system report that most new users find the system intuitive and require little training. User guides, job aids, training videos and user labs will be available if you would like assistance. The various training opportunities will explain how to most efficiently navigate the eProtocol system. The short video for first time users may be particularly useful to review prior to submitting your first application.

**Who do I contact if I need help?**
For help navigating the IACUC eProtocol application and submission process, contact the IACUC office at 612-626-2126 or, via email at iacuc@umn.edu
For help navigating the IBC eProtocol application and submission process, contact the IBC office at 612-626-5654 or, via email at ibc@um.edu