



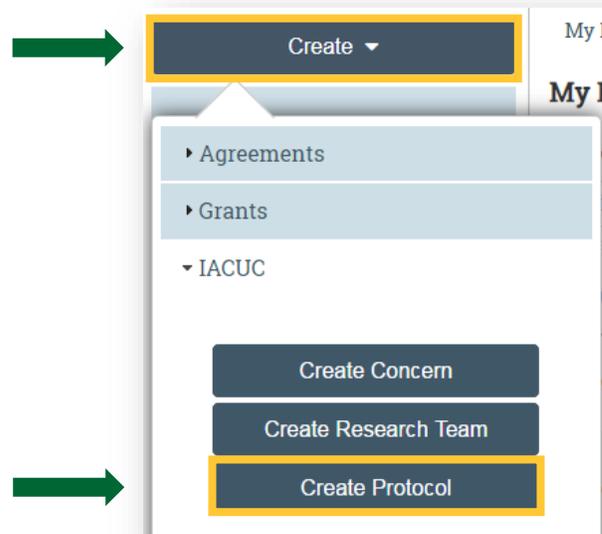
Create and Submit a Protocol

Navigate the filter and search features in RAMP IACUC to access existing protocols. Follow the steps in this guide to Create and Submit a Protocol.

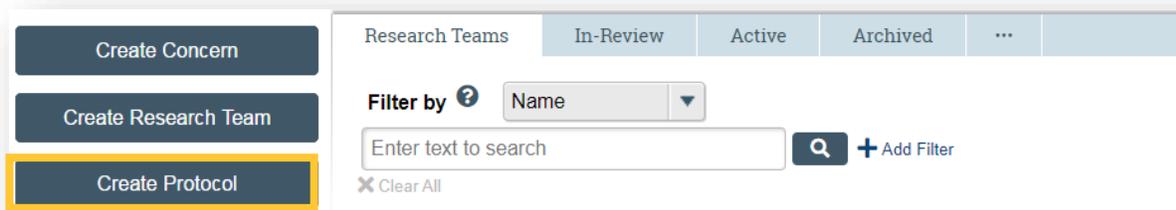
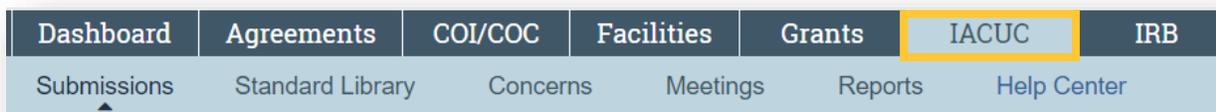
Navigate to Create a Protocol

There are three areas from which a PI can create a protocol in RAMP.

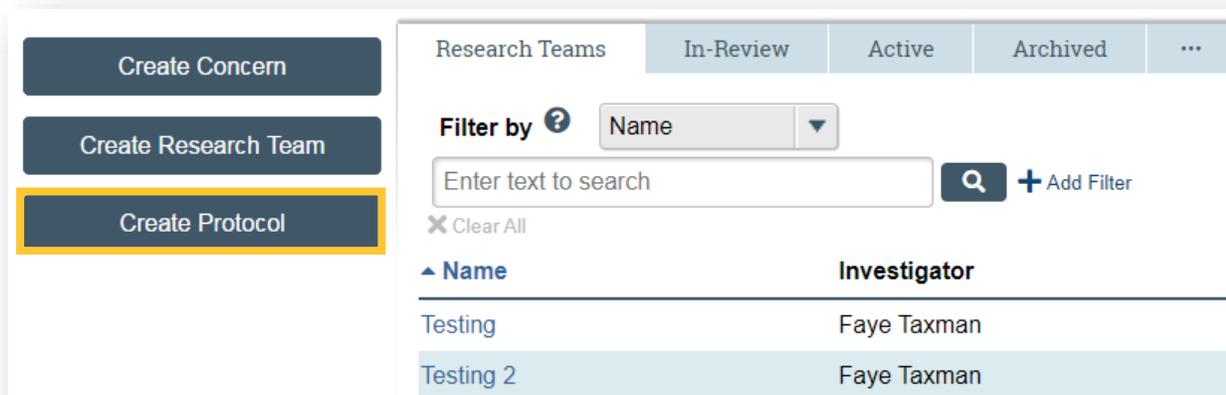
1. Navigate to the **Create** button within your Dashboard after logging into RAMP. Users will see a dropdown, navigate to IACUC and select **Create Protocol**.



2. Another way to Create a Protocol is by navigating to the **IACUC Tab** and selecting the **Create a Protocol** button.



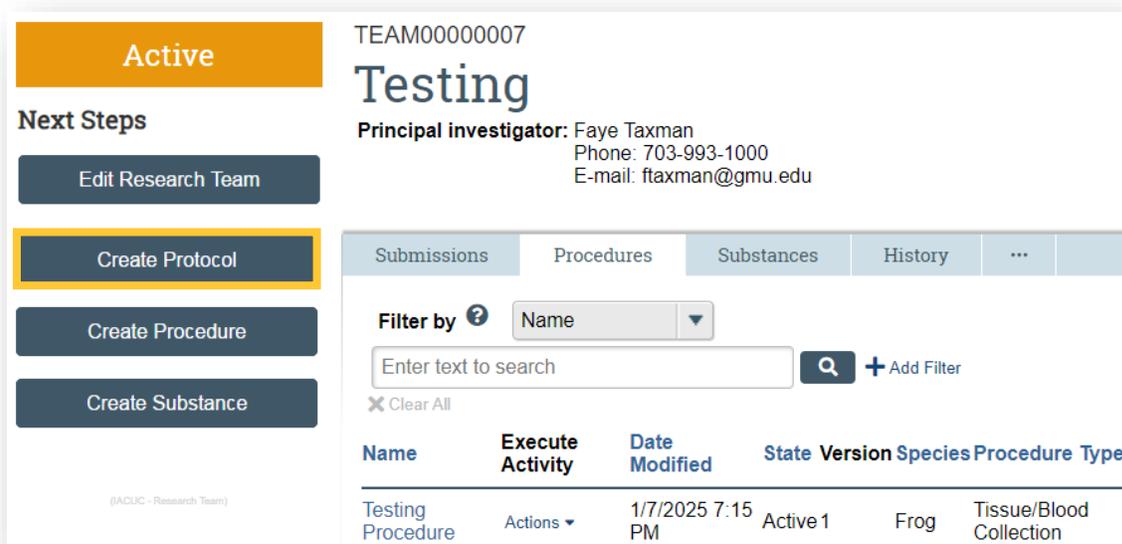
3. Finally, in instances when the Research Team working on the protocol has already been created, users can create a protocol from the Research Team workspace. Select the **link** from the Research Team tab of the appropriate team.



The screenshot shows a sidebar on the left with three buttons: 'Create Concern', 'Create Research Team', and 'Create Protocol'. The 'Create Protocol' button is highlighted with a yellow border. The main content area shows a list of 'Research Teams' with tabs for 'In-Review', 'Active', and 'Archived'. A search filter is set to 'Name'. The table below shows two entries:

Name	Investigator
Testing	Faye Taxman
Testing 2	Faye Taxman

Select the **Create a Protocol** button from the Research Team workspace.



The screenshot shows the 'Active' tab selected. The team name is 'Testing' (TEAM00000007). The principal investigator is Faye Taxman. The 'Next Steps' sidebar has four buttons: 'Edit Research Team', 'Create Protocol' (highlighted in yellow), 'Create Procedure', and 'Create Substance'. The main content area shows a table of 'Submissions' with a search filter set to 'Name'. The table below shows one entry:

Name	Execute Activity	Date Modified	State	Version	Species	Procedure Type
Testing Procedure	Actions ▼	1/7/2025 7:15 PM	Active	1	Frog	Tissue/Blood Collection

IMPORTANT NOTICE:

If the PI belongs to more than one research team and utilize the **Create a Protocol** button from the Dashboard rather than the from the research team workspace, you will have to select the PI and research team.

Create a Protocol

Once users select the Create a Protocol activity, they will be prompted to complete a series of SmartForms. Complete the Basic information accordingly.

The screenshot shows the 'Basic Information' section of the 'Creating New: IACUC Submission' form. It includes a table for selecting a research team and a text input field for the protocol title.

Name	PI
<input checked="" type="radio"/> Testing	Faye Taxman
<input type="radio"/> Testing 2	Faye Taxman

[Clear](#)

2. * Title of protocol:

Select the appropriate research team. If the appropriate research team is not listed, follow the guidance on how to **Create a Research Team**.

Complete the remaining information and select **Continue** to navigate to the next page.

The screenshot shows the 'Short title' and 'Summary of research' sections of the form.

3. * Short title: ?

4. * Summary of research: ?

Provide a summary of the study in lay terminology. The abstract must be understandable to non-scientists.

5. * Principal investigator:
 Faye Taxman ... ✕

6. * What is the intention of the animal protocol? ?

Breeding Only

Experimental Research

Field Research

Holding Protocol

Teaching

[Clear](#)

Select Continue and notice the additional SmartForms generated in RAMP IACUC. Complete the SmartForms accordingly.

To additional Protocol Team Members (not the PI) select the **+Add** button.

Basic Information & Funding

Basic Information

Protocol Team Members

Funding Sources

Experimental Design

Scientific Aims

Protocol Team Members

1. Identify each additional person involved in the design, conduct, or reporting of

+ Add

Name	Role	Involved in Animal Handling	Authorized To Order Animals	E-mail	Phone
Ibbi A Rostom	Co-PI	yes	yes	iarostom@gmu.edu	703-993-1000 ✕

Used the **+Add** button again to complete the Funding Sources SmartForm.

To input related grants proposal or award information, select the **+Add button** in Funding Sources.

Basic Information

Protocol Team Members

Funding Sources

Experimental Design

Scientific Aims

Experiments

Funding Sources

1. * Identify each organization supplying funding for the protocol:

+ Add

Funding Organization	Sponsor's Funding ID	Grants Office ID	Documents
There are no items to display			

2. Indicate the protocol team members who have a financial interest in this research:

David Myers

A workspace will open upon selecting **+Add**. Complete the questions in the SmartForm.

Add Funding Source

- * Select the funding organization:**
- Sponsor's funding ID:** (assigned by external sponsor)
- * Grants office ID:** (assigned internally, if this is not related to sponsored research enter N/A)
- Attach files:** (including any grant applications)

Document Name	Date Modified
There are no items to display	

For sponsored research related protocols, enter the RAMP award record or funding proposal ID.

- ▼ Experimental Design
 - Scientific Aims
 - Experiments
 - Procedure
 - Personnel
 - Assignment
 - Strains
- ▼ Animal Justification
 - Animal Justification
 - Alternatives
 - Searches and Duplication
- ▼ Animal Housing and Use

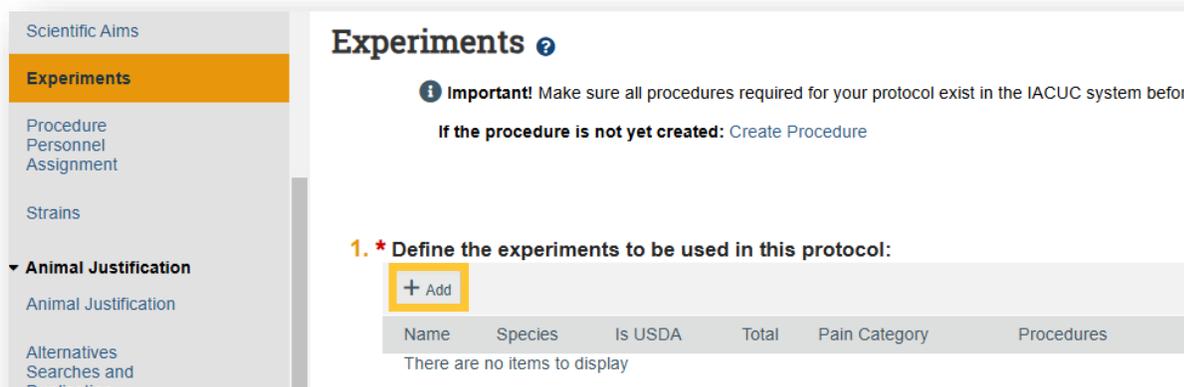
Scientific Aims

- * Scientific aims of the research:** ? 💬
- * Significance and benefits of the research:**

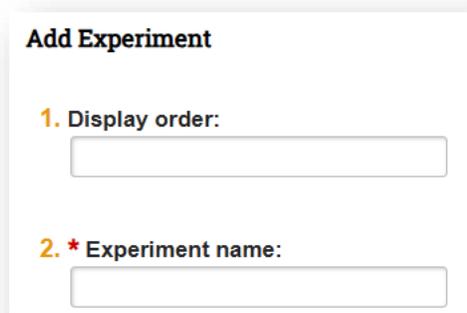
What are the specific scientific objectives (aims) of the research? If the research has more than one objective, they should be stated separately in numbered sequence.

What is the potential value of the study with respect to human or animal health, the advancement of knowledge or the good of society? Identify the information gaps the project is intended to fill.

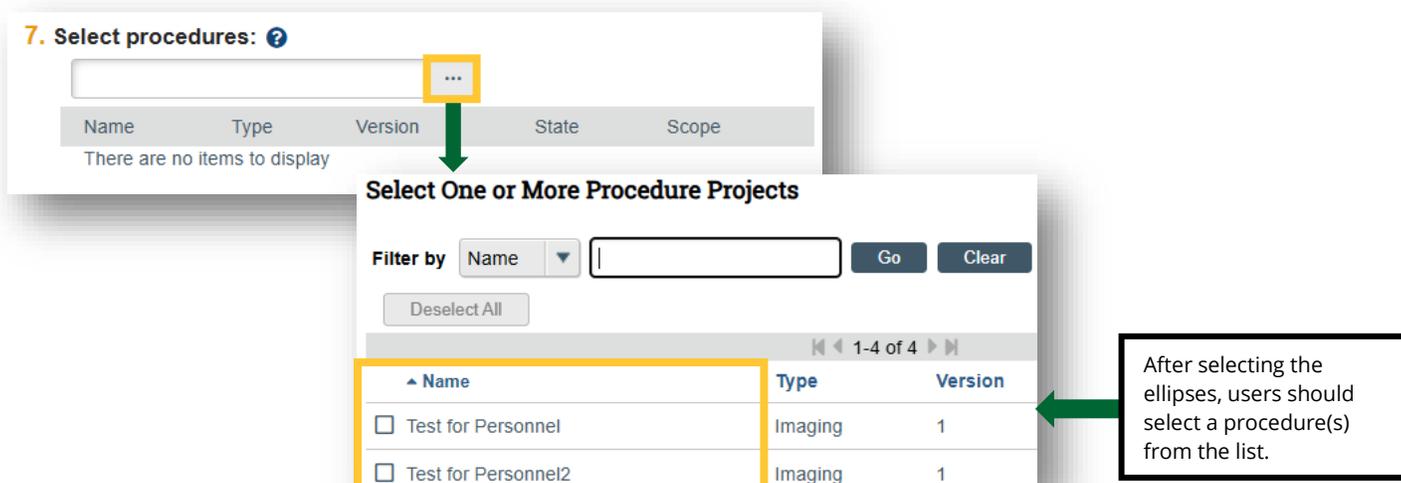
To define the experiments to be used in this protocol, select the **+Add button**.



A workspace will open upon selecting **+Add**. Complete the questions in the SmartForm.



Be sure to select the procedures for this experiment by selecting the ellipses. For more information on creating procedures, please refer to the *Create and Copy a Procedure* guide in the IACUC PI/Study Team Curriculum.



Complete the remaining sections for the Protocol; Experimental Design, Animal Justification, Animal Housing and Use, and Supporting Documents.



IMPORTANT NOTICE:

When adding an experiment, the experiment's display order can be set. Select the procedures that apply to all animals. If the selected procedure contains a related procedure, it will be automatically added in the experiment. The related procedure can always be removed if it does not apply to the

Once all SmartForms are complete, select **Finish**.

Exit Save **Finish**

Selecting Finish does not send the protocol to IACUC review. When the study is ready for review, the PI or Research Team. Refer to the section below for further instructions.

Accessing your Protocol Draft

In instances where you have Created a Protocol but was unable to complete all the SmartForms, users can access the draft from their Dashboard All Submissions Tab.

ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name
IPROTO202500000002	testing	/8/2025 4:14 PM	Pre-Submission	New Protocol Application	Faye	Taxman

Submit a Protocol for Review

Selecting Finish will bring users back to the protocol workspace where they can continue to make edits using the **Edit Protocol** button.

Pre-Submission

IPROTO202500000002

testing

Principal investigator: Faye Taxman
Submission type: New Protocol Application
Primary contact:
Consulted vet:
PI proxies: There are no items to display

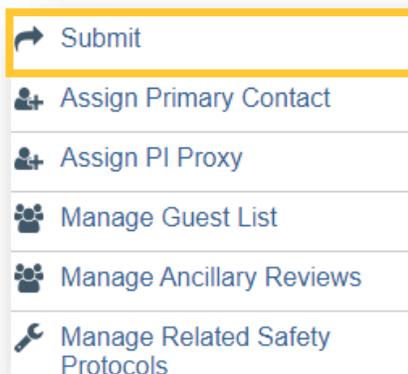
Letter:
Protocol type: Field Research
IACUC coordinator:
Admin office: IACUC
Grace period: -

```

graph LR
    A[Pre-Submission] --> B[Pre-Review]
    B --> C[IACUC Review]
    C --> D[Post-Review]
    B --> B1[Clarification Requested]
    B1 --> B
    C --> C1[Clarification Requested]
    C1 --> C
    D --> D1[Modifications Required]
    D1 --> D
  
```



If there are no edits to be made and the protocol record is ready for submission, select the **Submit** activity from the activity menu of the workspace.



Upon selecting **Submit**, the user will be prompted to verify the agreement and financial interest status of the research staff, as well as the study's accordance with animal research requirements. Select **OK** to agree to these terms. Your Protocol state will change to **Pre-Review**.

