## 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.
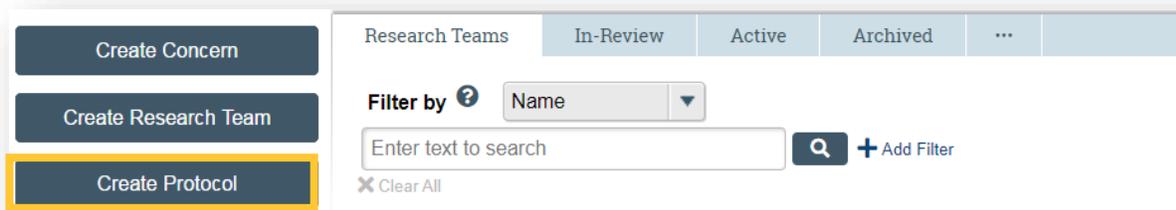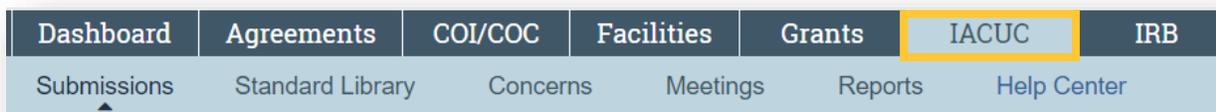
Navigate to Create a Protocol

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**.
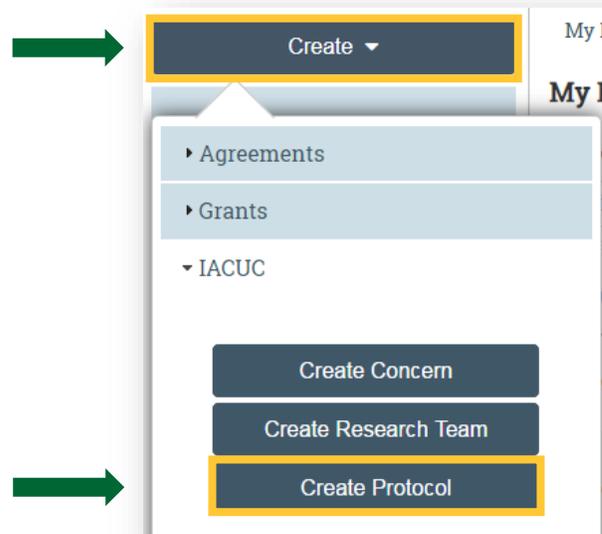
2. Another way to Create a Protocol is by navigating to the **IACUC Tab** and selecting the **Create a Protocol** button.
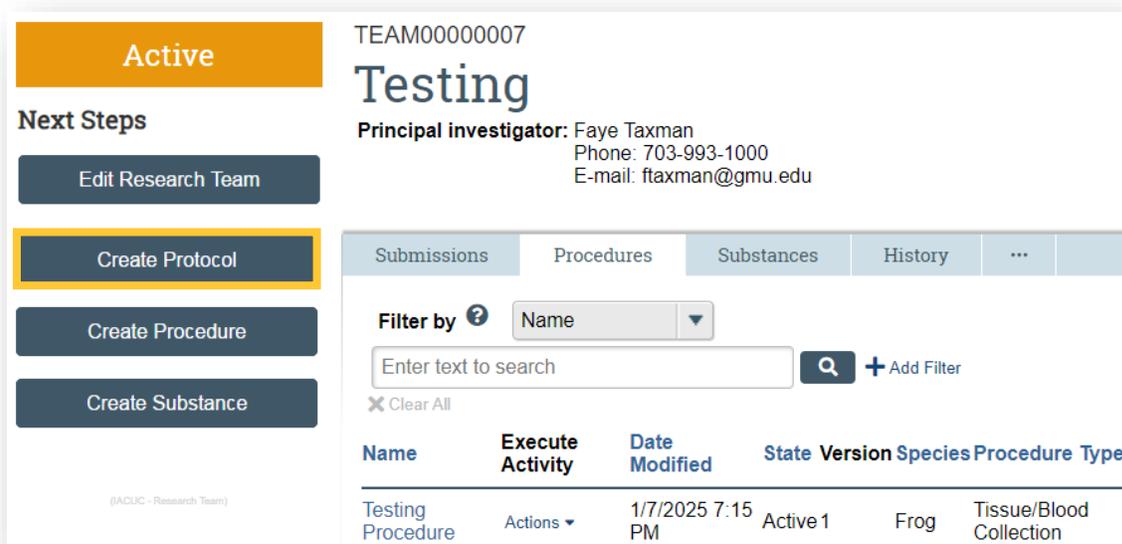
3. Finally, in instances when the Research Team working on the protocol has already been created, users can create a protocol from the Research Team workspace.
Select the **link** from the Research Team tab of the appropriate team.
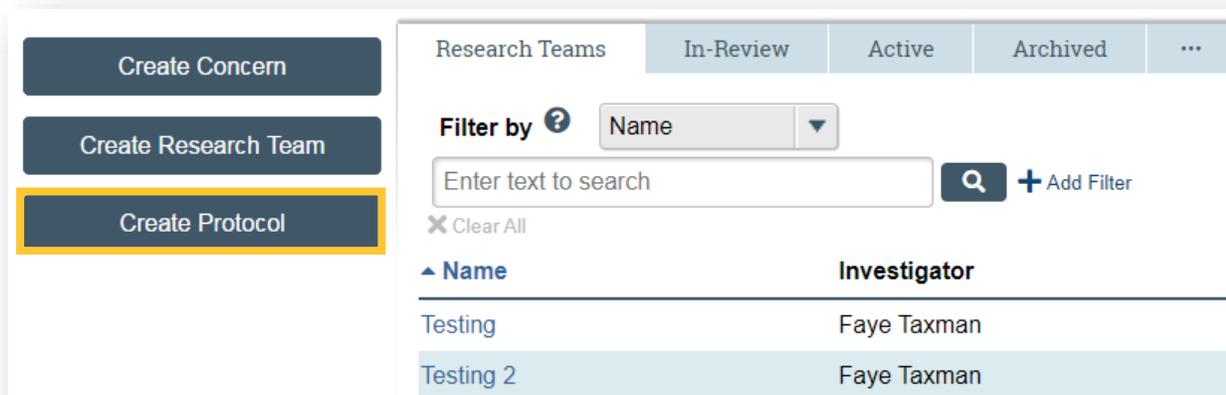
Select the **Create a Protocol** button from the Research Team workspace.

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.

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Creating New: IACUC Submission

Basic Information

Basic Information

1. * Select research team: ❓

Name	PI
● Testing	Faye Taxman
○ Testing 2	Faye Taxman
Clear	

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

2. * Title of protocol:

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

3. * **Short title:** ❓

4. * **Summary of research:** ❓

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

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.

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.

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

Add Funding Source

1. * **Select the funding organization:**

   [_____] [...]

2. **Sponsor's funding ID:** (assigned by external sponsor)

   [_____]

3. * **Grants office ID:** (assigned internally, if this is not related to sponsored research enter N/A)
   ❓

   [_____]

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

4. **Attach files:** (including any grant applications)

   [+ Add]

Document Name	Date Modified
There are no items to display	

Experimental Design

Scientific Aims

Experiments

Procedure
Personnel
Assignment

Strains

Animal Justification

Animal Justification

Alternatives
Searches and
Duplication

Animal Housing and Use

# Scientific Aims

1. * **Scientific aims 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.

2. * **Significance and benefits of the research:**

   [_____]

   > 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**.
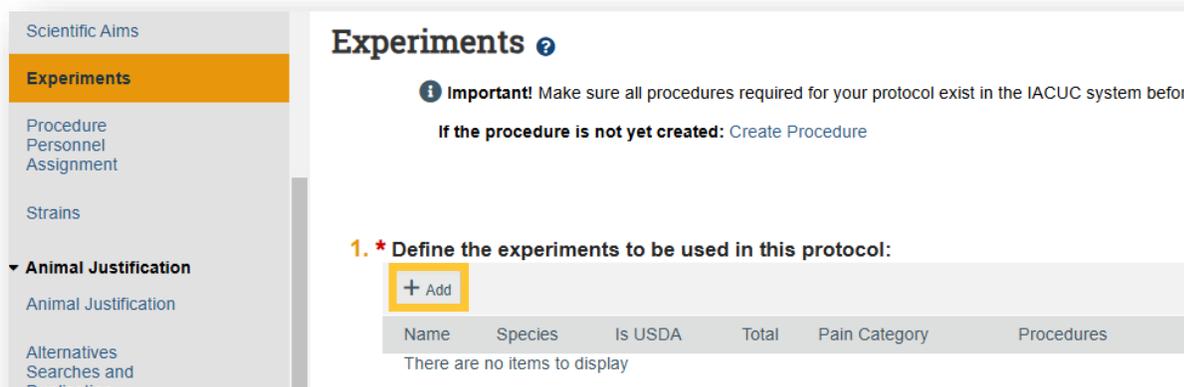
A workspace will open upon selecting **+Add**. Complete the questions in the SmartForm.
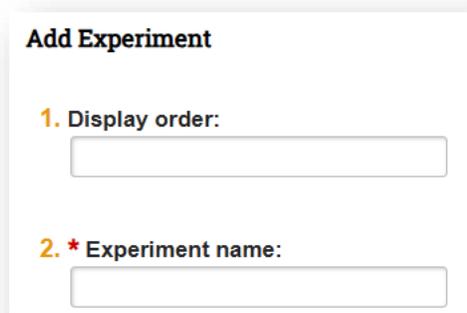
Be sure to select the procedures for this experiment by selecting the ellipses. For more information on creating procedures, please refer to the *Create and Copy a Procedure* guide in the IACUC PI/Study Team Curriculum.

After selecting the ellipses, users should select a procedure(s) from the list.
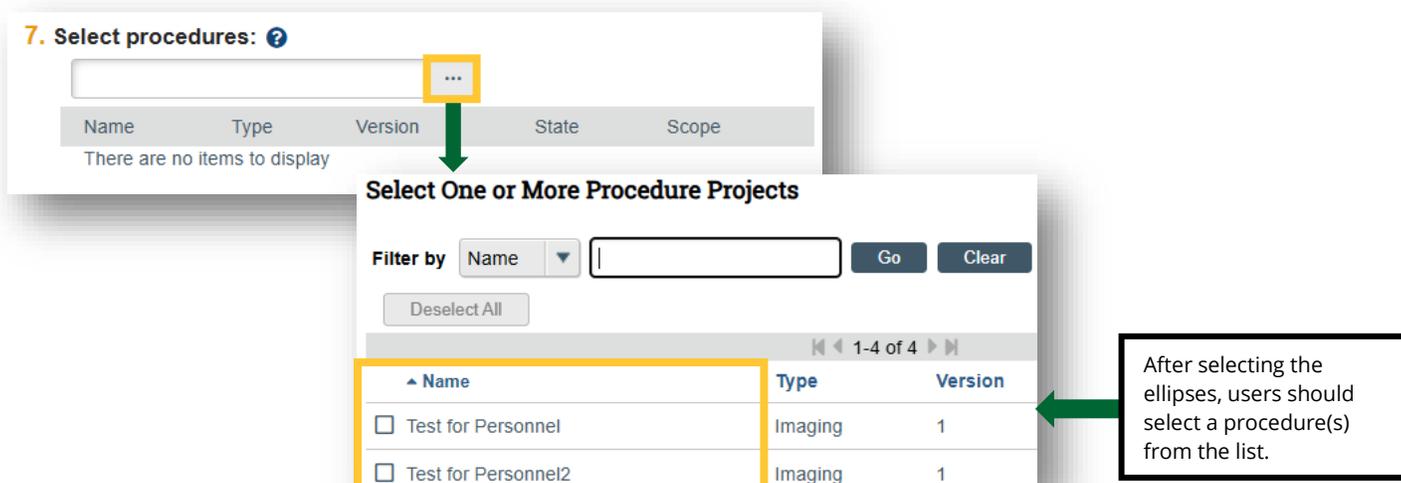
Complete the remaining sections for the Protocol; Experimental Design, Animal Justification, Animal Housing and Use, and Supporting Documents.

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**.

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.

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.

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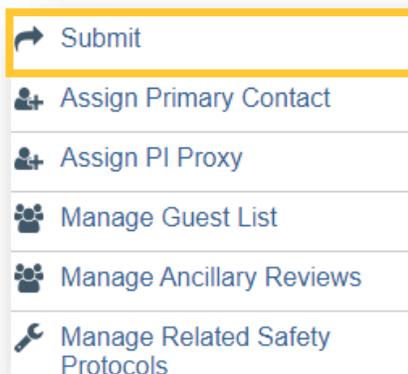
Upon selecting **Submit**, the user will be prompted to verify the agreement and financial interest status of the research staff, as well as the study's accordance with animal research requirements. Select **OK** to agree to these terms. Your Protocol state will change to **Pre-Review.**