Protocol Workspace

The Protocol workspace is the home page for applications and protocols. From the workspace you can view application/protocol details, view the current state of the application/protocol, and complete necessary activities on the application/protocol.

The protocol workspace can be accessed by individuals attached to the application/protocol, including the Principal Investigator, Lab Personnel, other Personnel and Reviewers. Only the Principal Investigator and those with Edit rights can edit the application/protocol.

The protocol workspace contains the many of the same pages regardless of your role. However, some functions and information on those pages may differ depending on the role. A few pages are role specific, e.g., Reviewer Notes.

The Main protocol page as viewed by the Principal Investigator is used as the example of a protocol workspace in this document.

**Protocol Workspace**

A Status of the application/protocol.

B **Edit/View Application** – Edit or view the application information. Only those users with Edit rights can edit the application.

C **View Differences** – View a list of previous versions of the application or protocol.

D **Printer Friendly Version** – View the application/protocol information in a single document.
**Animal Handling Details** – Displays a list of individuals listed on the application/protocol, the animals the person handles, and their exposure to hazardous materials training.

**Activities** – A list of various activities that can be performed on the application/protocol. The list of available actions depends on the state of the application/protocol and your role(s). The actions may include copying an application/protocol, deleting an application, submitting an application, adding comments, adding documents, approving the application, sending the application to full committee and submitting a review with questions.

**Create New User** – Users with the PI designation can create an eResearch Proposal Management account for a new user. PI designation must be approved by the UCUCA Office.

**Application/Protocol Title** – The name and number of the application/protocol.

**PI** – The Principal Investigator on the application/protocol.

**Diagram of the steps in the application process. Completed steps display in gray. The current step is yellow.**

**Recent Activity** – A list of the recent activity performed on the application/protocol, including the action, who performed the action and the date. Click the activity name to view more detailed information about the activity.
**Tabs** – Tabs organize the protocol workspace into the following pages:

- **Main** – Displays the high-level details of the application/protocol.
- **Personnel** – Displays the individuals attached to the application/protocol, including role(s), appointment(s) and contact information.
- **History** – Displays all actions taken on the application/protocol from the point it was submitted for review and all changes made to the application/protocol.
- **Funding** – Displays the internal and external funding information, including sponsor and PAF state.
- **Animal Numbers** – Displays the number of animals authorized for the application/protocol and the remaining balance, by species.
- **Amendments** – Displays all amendments made to the application/protocol.
- **Annual Reviews** – Displays the state of current annual reviews and dates of upcoming annual reviews.
- **Documents** – A list of all documents attached to the application/protocol with links to view the documents.
- **Comments** – A list of all comments entered for Lab Personnel, UCUCA office, reviewers and OSEH, including who entered the comment and the date entered.
- **Reviewer Questions** – Displays all reviewer questions entered on the application/protocol.
- **OSEH Review Summary/OSEH Findings and Recommendations** – Displays information related to Occupational Safety and Environmental Health requirements.