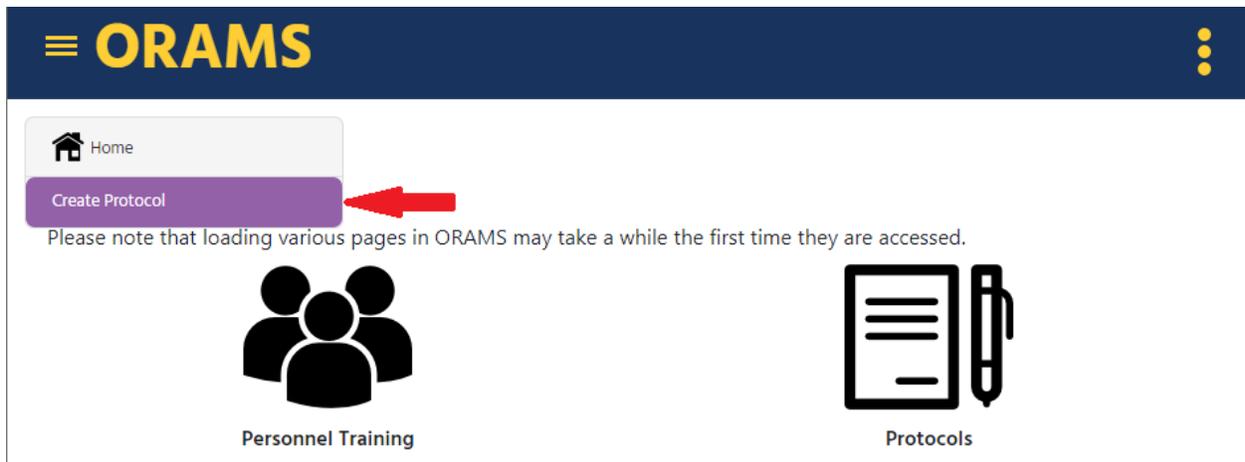


**\*\*\* Please note that it may take ORAMS several seconds to load the next screen after clicking an action button (e.g., Submit, Create, etc.). Do not refresh your browser during that time. Additionally, please note that the use of DUO Multi-Factor Authentication is required to connect to ORAMS.\*\*\***

- **Submitting a New Protocol Application for PIs**

1. Login to [ORAMS](#) using your UCSB NetID. You will have been assigned the role of PI in the system.
2. Click on 'Create Protocol' in the menu on the left-side of the screen.
  - You may need to click the three horizontal lines icon for this menu to appear.



3. Enter the Protocol Title. You may also select a Lab Manager for this protocol from the dropdown menu. Clicking the 'Create' button creates an ORAMS Protocol record and a blank Protocol Application in Google Docs.
  - If you do not see your Lab Manager's name listed, please email the IACUC Office ([iacuc@lifesci.ucsb.edu](mailto:iacuc@lifesci.ucsb.edu)) to have them confirm that the person has Lab Manager listed as one of their roles.

## Create Protocol

If you would like someone from your lab to assist with writing a protocol application, assign them as a Lab Manager using the dropdown menu. If you do not see your Lab Manager's name listed, please email the IACUC Office (iacuc@lifesci.ucsb.edu) to have them confirm that the person has Lab Manager listed as one of their roles. Clicking the 'Create' button creates an ORAMS Protocol record and a blank Protocol Application in Google Docs. Please note that this creation process does take several seconds to complete, so please do not close or refresh your browser tab during that time.

**Protocol Title**

**Select Lab Manager (optional)**

Clicking create button creates an ORams Protocol and a blank Google Protocol Document

- Your browser will then load the 'Protocol' tab of your new protocol application's record. To access the protocol application in Google Docs (Gdocs), click the 'Open Protocol' button. Please be sure to read the protocol application instructions carefully as they are different from those in previous versions. Gdocs will automatically save all changes made to the document before its browser tab is closed. The Lab Manager assigned to this protocol may also begin working on the Gdocs protocol application at this time.

## 76 Example Protocol

**Protocol** | General Info | Animal Census | Roster

Click 'Open Protocol' to view the current version of this protocol in Google Docs. Use the buttons below to complete various protocol actions, including submitting modifications to the IACUC Office for review. DO NOT use the 'Request edit access' button in the Google Doc to make a modification.

Current Protocol, Version: A (Pending)  

	Version	Action	Performed by	Performed on
1	A	Created	ORAMS PI	1/31/2023 1:43 PM

- Once the Gdoc protocol application has been filled in, close its browser tab and send it for veterinary pre-review by clicking the 'Submit Protocol' button on the ORAMS 'Protocol' tab. A window will open with several assurance statements that the PI must read and confirm that they will adhere to. After the IACUC Office checks the application to ensure that it has been filled out properly, it will be sent to the Veterinarian for his review.
  - Only PIs may agree to the assurance statements and submit a protocol for pre-review.

Click 'Open Protocol' to view the current version of this protocol in Google Docs. Use the buttons below to complete various protocol actions, including submitting modifications to the IACUC Office for review. DO NOT use the 'Request edit access' button in the Google Doc to make a modification.

Current Protocol, Version: A (Pending) [Open Protocol](#)

[Submit Protocol](#)

	Version	Action	Performed by	Performed on
1	A	Created	ORAMS PI	1/31/2023 1:43 PM

- Once the Veterinarian has finished adding his comments and revisions to the protocol application, the application will be sent back to you for revisions. An email notification will be sent to you and the Lab Manager when this happens.
- Click on the Protocol icon in the Dashboard to view a list of your current protocols, including those under review.

Please note that loading various pages in ORAMS may take a while the first time they are accessed.

Personnel Training Protocols

- Click the 'View' link in the right-hand column to open the record for the new protocol.



## Protocol List



	Protocol Number	Protocol Title	PI	Status	
	76	Example Protocol	ORAMS PI	Sent to PI for comments and revisions	<a href="#">View</a>

- Click the 'Open Protocol' button in ORAMS and revise the application based on the Veterinarian's questions and comments. Your revisions to the application will be in Suggestion Mode (similar to Track Changes in Word). The tracked revisions will be accepted at the end of the pre-review process. Once all the necessary changes have been made, close the browser tab with the Gdoc protocol application.



## 76 Example Protocol

**Protocol** General Info Animal Census Roster

Click 'Open Protocol' to view the current version of this protocol in Google Docs. Use the buttons below to complete various protocol actions, including submitting modifications to the IACUC Office for review. DO NOT use the 'Request edit access' button in the Google Doc to make a modification.

Current Protocol, Version: A (Pending) **Open Protocol**

**Re-Submit to Vet**

- Click the 'Resubmit to Vet' button on the 'Protocol' tab to continue the pre-review process. This cycle of sending revisions back-and-forth will continue until all of the Veterinarian's questions and comments have been adequately addressed. An email notification will be sent to you and the Lab Manager when this happens.

## 76 Example Protocol

Protocol General Info Animal Census Roster

Click 'Open Protocol' to view the current version of this protocol in Google Docs. Use the buttons below to complete various protocol actions, including submitting modifications to the IACUC Office for review. DO NOT use the 'Request edit access' button in the Google Doc to make a modification.

Current Protocol, Version: A (Pending) ▾

Open Protocol

Re-Submit to Vet



11. Once the pre-review process has been completed, the protocol application will be reviewed by the rest of the IACUC, most likely during the next scheduled meeting. The PI and Lab Manager will be unable to view the protocol during this part of the process. Unless the protocol is approved during the meeting, the Committee's questions, comments, and revisions will be added to the application and sent back to you. You and the Lab Manager will receive an email notification of the review outcome and the next steps needed to get the protocol approved, if any.
12. If revisions to the protocol application are required after the IACUC's review, the application will be sent back-and-forth between the PI and the IACUC Office until all of the questions and comments have been adequately addressed (similar to the pre-review process, including email notifications). Click the 'Open Protocol' button in ORAMS and revise the application based on the IACUC's questions and comments. Once all the necessary changes have been made, close the browser tab with the Gdoc protocol application. Click the 'Resubmit to IACUC' button on the 'Protocol' tab.

76 Example Protocol

**Protocol**    General Info    Animal Census    Roster

Click 'Open Protocol' to view the current version of this protocol in Google Docs. Use the buttons below to complete various protocol actions, including submitting modifications to the IACUC Office for review. DO NOT use the 'Request edit access' button in the Google Doc to make a modification.

Current Protocol, Version: A (Pending) **Open Protocol**

**Resubmit to IACUC** 

	Version	Action	Performed by	Performed on
1	A	Created	ORAMS PI	1/31/2023 1:43 PM
2	A	Submitted for Pre-Review	ORAMS PI	1/31/2023 1:58 PM

13. Once the IACUC reviewers have no additional comments or revision recommendations, you will receive an email notifying you of this and the IACUC will finish the approval process.
  - Be sure to update the Preferred Start Date on the first page of the protocol application at this time, if needed.
14. An email notifying you and the Lab Manager of the start of the protocol will be sent to you shortly before the Preferred Start Date listed on the protocol. The approved Gdoc protocol will be in View-only mode unless a modification request is submitted. The protocol, roster, and approval notice are now available to view/print in ORAMS.