New APLAC eProtocol User Interface
WHAT IS HAPPENING

- In the coming weeks, eProtocol will begin phasing in a new version of the APLAC protocol.
- The older version of the protocol will still be accessed by clicking on the protocol number as you normally would, but this option will eventually be removed.
- This is the first step in a broader process to streamline and update the foundation of our eProtocol system, which will allow more browser compatibility and reduce the number of pop-up windows.
WHAT THIS MEANS FOR YOU

• Upon logging in to eProtocol, you will notice a small change to your dashboard. In red font, next to each APLAC protocol number, you will see the word “BETA”. This button will open the protocol in the new version.
WHAT THIS MEANS FOR YOU

• Clicking “BETA” will open the new version of the protocol, which will appear in a new browser tab. You will notice that there are a number of changes to the style of eProtocol (as seen below), as well as some specific changes.

http://researchcompliance.stanford.edu
WHAT THIS MEANS FOR YOU

- The navigation list on the left-hand side now includes a separate page for each of the tabs (Rationale, Procedures, Pain/Distress, etc.) that are currently in the “Protocol Information” section.
WHAT THIS MEANS FOR YOU

- You will also notice tabs titled “Instructions” and “CFC”. The Instructions for each page can be hidden or displayed by clicking “Instructions,” and you can check on your progress in the protocol by clicking “CFC,” which stands for “Check for Completeness”.

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**Stanford University | eProtocol**

**Protocol ID:** 33128 (Maisha Minor)  **Protocol Title:** New APLAC eProtocol User ... *

**Protocol Director**

- **Search**
  - **INSTRUCTIONS:** Search by LastName, FirstName (e.g., Smith, John) or by SUNet ID.

- **Name:** Maisha Minor
  - **Degree:** BS, CPA

- **Position:** Assistant Professor, Resident, etc.
  - **Email:** streamline@stanford.edu

- **Phone:** 650-724-8964
  - **Fax:**

- **Department:** Research Compliance
  - **Mail Code:**

- **Completed Animal Care and Use Training Program (VSC-0001)?**  - Yes  - No
- **Attended Working Safely with Non-Human Primates (VSC-0002)?**  - Yes  - No
- **Attended Rodent Aseptic Surgery Techniques Workshop (VSC-0023)?**  - Yes  - No
- **Attended Rodent Aseptic Surgery Refresher Course (VSC-0027)?**  - Yes  - No
WHAT THIS MEANS FOR YOU

• Once you are ready to submit the protocol, go to the top right and click “Submit Form”. This is also where you can save or close the protocol and get the PDF version (Print) of the protocol.
After a submitted protocol has been assigned to a meeting date for review, it is often returned with reviewer comments. If that is the case, you will find comments in specific sections within the protocol. If a section has a comment, you will see the number of comments next to the page name. In the example below, you will see a “1” next to “Are You Using?”. This indicates there is one comment on this page. Once on the page, you will see a “Comments” tab on the right-hand side which will make the comments visible.

Each comment can be answered on the individual page, or in the comments section of your dashboard. You will still update the relevant sections within the protocol as well as your responses to reviewer comments.
WHAT THIS MEANS FOR YOU

- If there is a comment within a specific procedure, that procedure will be highlighted. You will be able to see the comment on the “Procedures” page, as well as within the specific procedure.
WHAT THIS MEANS FOR YOU

• Please also note that the two versions (current or “BETA”) are compatible. You can view and edit protocols in whichever version you choose during this BETA testing period, and those edits will be visible in both versions.

• At this time, if you are creating a new protocol, you must begin with the current version. Once your new protocol has been created and saved, you will be able to open it in either the current or “BETA” version.

The new APLAC eProtocol User Interface is due to roll out Saturday, November 3rd.

If you have any questions, please contact us via live chat or @ 650-724-8964.

Check out our new UI video!