*** 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 Renewal Protocol Application for PIs**
  1. Login to ORAMS using your UCSB NetID.
  2. Click on the Protocol icon in the Dashboard to view a list of your currently approved protocols.

  3. Click the 'View' link in the right-hand column to open the record of the protocol you wish to renew.

  4. Click the 'Create Renewal' button under the 'Protocol' tab.

5. Enter the Protocol Title. You may select also select a Lab Manager for this protocol from the dropdown menu. Clicking the 'Submit Protocol Renewal' 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) to have them confirm that the person has Lab Manager listed as one of their account roles.

6. Your browser will then load the 'Protocol' tab of your renewal 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.

7. 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.
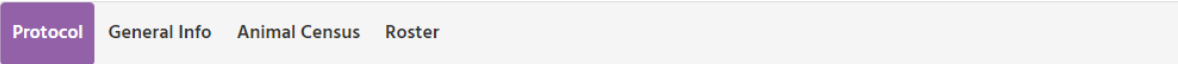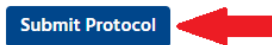
8. Once the Veterinarian has finished adding his comments and revisions to the protocol application, the application will be sent back to you for revisions. An email notification will be sent to you and the Lab Manager when this happens.
9. Click on the Protocol icon in the Dashboard to view a list of your current protocols, including those under review.
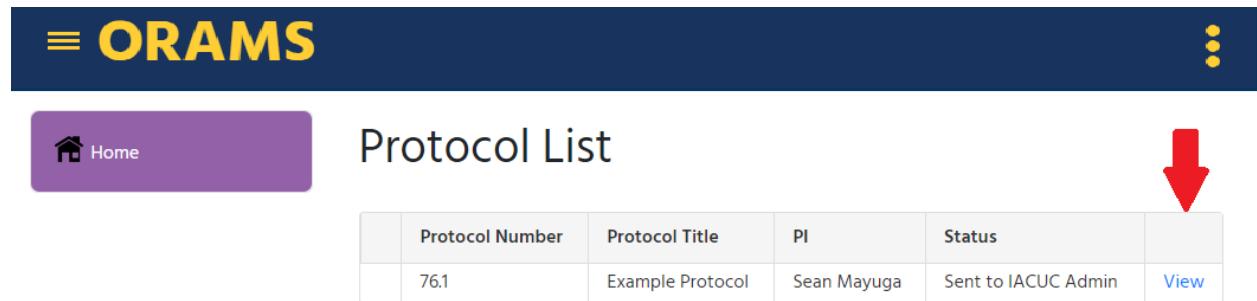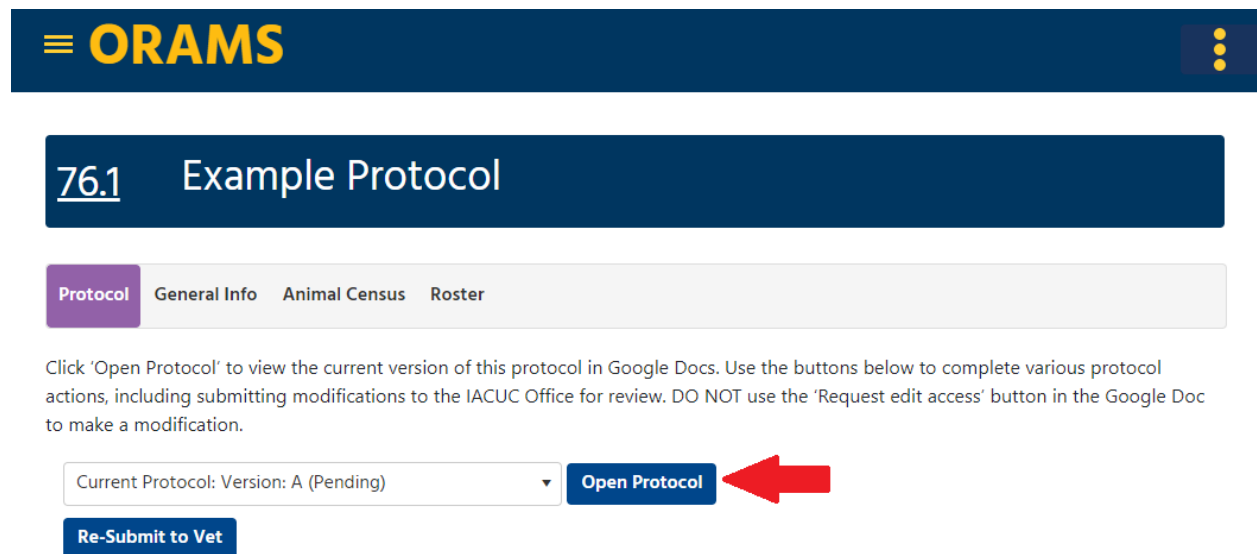
10. Click the 'View' link in the right-hand column to open the record for the protocol being renewed.

11. Click the 'Open Protocol' button in the protocol record 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.

12. Click the 'Re-Submit 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.

13. 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 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.

14. 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 reviewers 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.

15. Once the IACUC reviewers have no additional comments or revisions, 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.
16. The 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 until a modification is submitted. The protocol and all associated documents (approval notice, training roster, etc.) are now available to view/print in ORAMS.