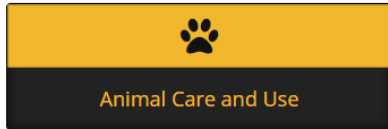


# Creating a New Protocol in eCompliance

1. Log onto eCompliance with your credentials
  - a. <https://ecompliance.missouri.edu/login>

2. Click on the Animal Care and Use block



3. Click "begin a new ACUC protocol"
4. Choose a protocol form
  - a. Note that most protocols will use the standard "ACUC Protocol Form"
5. Click "Create ACUC protocol form"
6. Fill out the protocol form
  - a. Read each section carefully as questions may have changed
  - b. Clicking "Save & Continue" at the bottom of each section will automatically save your progress
7. Adding a species
  - a. Under section 2, Species Selection, click "Add a new segment"
  - b. Choose a species from the drop-down menu
  - c. Fill in the strain, stock or breed
    - i. Press enter after each entry to create separate strain, stocks, or breeds
    - ii. If copying from an old protocol, separate each strain, stock, or breed by a comma
  - d. Enter the age/weight
  - e. Enter in the amount of animals requested in each USDA category
  - f. Click "Save" when finished
  - g. Repeat this step for additional species
8. Adding Personnel
  - a. Click "Add a protocol associate"
  - b. Search by last name, choose the correct person and select the appropriate role and check boxes
    - i. Note: if the system appears to be slow or lagging, refresh the page
  - c. Fill in the training & qualifications for each associate
9. Additional questions
  - a. Answering "yes" on certain questions will reveal additional text boxes
  - b. Please fill out these additional text boxes with the requested information
10. Tables
  - a. Some sections, including test substances, surgical and non-surgical procedures, and hazards will form an easy-to-read table
  - b. If adding more than one item at a time, simply click "Save & Add Another..."
  - c. Once completed, a table will be generated

# Creating a New Protocol in eCompliance

11. Adding PPE for test substances
  - a. When adding PPE for substances, multiple substances can be listed in the same section so long as all the substances listed use the same PPE
12. Attaching Files
  - a. Uploads and attachments can be uploaded on the last page
  - b. Simply drag and drop attachments
13. One completed, submit your protocol
  - a. Click "Submit" on the bottom left-hand side
14. Incomplete protocol form
  - a. You cannot submit incomplete protocol forms
  - b. If a section is incomplete, the section will be listed after you click "submit"
  - c. Clicking on each section will bring you to the incomplete section in the protocol
15. Once complete, click "submit this ACUC protocol form"
16. Congratulations! Your protocol has now been submitted for review