Protis is an online application system in support of research activities that require approval by the Institutional Animal Care and Use Committee (IACUC) or the Institutional Review Board (IRB).

The IACUC is charged with the responsibility of ensuring that the Animal Welfare Act policies and procedures are followed.

The IRB is responsible for reviewing proposed research involving human participants, in order to protect them against potential risks of research participation while promoting high-quality studies that can provide benefits to participants and/or society.

Protis is sponsored by the Office of Research and Graduate Studies, and is intended to facilitate and streamline research activities at Utah State University.

Starting in Protis

Protis is found at protis.usu.edu or through the navigation links on the IRB or IACUC websites.

You will need to begin by logging in with your A-number and password.
Protis will open in the **My Protocols** Dashboard view.

This window shows all the protocols on which you are listed as Principal Investigator, Co-Principal Investigator, or Student Researcher.

To begin a new application, click on the **Create New Protocol** in the tab bar.
Protis will walk you through the process of selecting the type of application you should complete with a series of interactive questions.

If you are uncertain whether your research requires IRB review, Protis will provide a Request for Determination Application.

Even if you are fairly certain that you are not doing research that requires IRB review, it may be beneficial to you to submit the Request for Determination form. Some journals will require that you provide documentation of IRB review/approval or determination that your research does not require IRB review before they will publish your research.

It is important that you submit this form before your research begins.
Protis will provide the application you need based on your answers to the questions.

You are ready to begin the application process.
Personnel on Applications

When you start an application in Protis, you will automatically be added as the Principal Investigator on the protocol.

Important!

Principal Investigators must be a USU faculty member, research scientist or research specialist. Students CANNOT be Principal Investigators.

- If the researcher is a student, the faculty member directing the student must be listed as the Principal Investigator and the student as Student Researcher or Student Assistant
- For additional guidance for IRB submissions, please see Chapter 4 of the USU Investigator Handbook.

Because Protis automatically fills in your name as Principal Investigator, if you are not or cannot be the PI, you will need to delete your name from this field and enter the correct PI.
Only the Principal Investigator on the application will be able to finalize submission.

**Caution!**

If you remove your name from all fields, you will not be able to access the application if you log out. If you are helping someone on the application but will not be a researcher, leave your name in one of the fields until submission.

To add personnel to an application, type the name in the box. You may type the name in any order. Protis will search for the name as you type. Matches will appear in a drop down box. Click to select the name.
If the name you want cannot be found in Protis, you may search and add researchers.

The first time you add someone will be a two step process. The first step adds the person to the Protis database. The second step is to add them to your application.

**STEP 1:**

A window will pop up, allowing you to search by A-number.

**STEP 2:**

Once you have added a researcher as above, you will need to add them to the application. Type the name into the field and select it from the list that appears below the box.
Caution!

If the names are not shown in a blue box, they have not been recognized and will NOT be saved.

Only names in blue will be saved.
Names typed into the field like this will not be saved!

If you need to include researchers who are not USU personnel on your application, you can enter the name, institution and degree in the Non-USU Researcher(s) field. Individuals listed here will not have access to Protis or receive email notifications. Please contact the IRB or IACUC if you need to provide access or notifications for these people.
Completing the Application

Protis will save your work whenever you click on Next, Previous, or one of the links in the navigation bar on the right side.

You do not need to complete an application in one session. Required answers do not need to be provided before you move to another page, however all required answers must be provided before submission.
Protis will provide interactive questions and provide information that may be helpful. You may always refer to the Investigator Handbook on the IRB website for more detailed information. Continue through the pages of the application. Required answers are marked with an asterisk.

Be sure to answer the follow-on questions. These appear below your answers to the initial questions. These questions are customized for you, based on your previous answers. They address important aspects of your application and will gather information necessary for the review process.
Uploading Files

The application will ask you to upload documents in several sections. In some cases attaching documents is optional, and some of them will be required.

When naming files for uploads, please do not use special characters ($,#,&,*”, etc.) slashes or international characters (é, ñ, µ, ç, etc.).

More than one document can be uploaded in any section by clicking again on the Upload button.

You may upload any additional documentation or supporting information you wish to provide on the final Submit Protocol page.
To see all the files that have been attached to your application in one place, click on the **File Manager** tab.

The File Manager tab displays a table of all uploaded files with the question fields and sections in which they were uploaded.

To add or delete files, you will need to go to the section in which the file was uploaded. Files can be deleted by clicking the X next to the file name.

Clicking on the red X will delete the file. You will be asked to confirm before deletion is final.
Submitting the Application

When you have completed the application, you will be asked to provide certifications and assurances. The PI does this by typing initials in each of the boxes provided.

The final step is the submission process. At this stage, you may upload any additional documentation or supporting information you wish to provide. Protis will check for errors or missing information.
If Protis finds missing information, you will receive an error message and sections needing corrections will be highlighted.

Return to the page(s) and provide required information. Then go to Submit Protocol to complete your submission.
When your application has been successfully submitted, you will be returned to the **My Protocols** page. There you will see a confirmation at the top of the page and Protis will send email notification that your application has been submitted. IRB administrators will be automatically notified via email that your application has been received.

<table>
<thead>
<tr>
<th>Title</th>
<th>Protocol #</th>
<th>PI</th>
<th>Status</th>
<th>Review Start</th>
<th>Expiration</th>
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<tbody>
<tr>
<td>Behaviors and Attitudes of Park Users</td>
<td>rb-1105</td>
<td>Tennis Taylor</td>
<td>Pre-submitted</td>
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<td>rb-1106</td>
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<td>iaoc-1010</td>
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