Slide 1

Section 3: Application Document

Slide 2
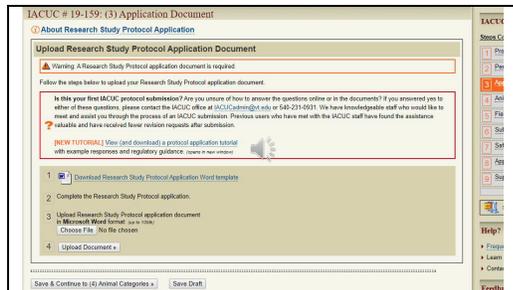
Section 3 of the online application is for the protocol application document. We recommend reviewing associated tutorials and/or videos that provide more detailed information regarding the completion of these documents. Review of these tutorials will assist in completion of the application and assist in a more efficient review process.

Slide 3
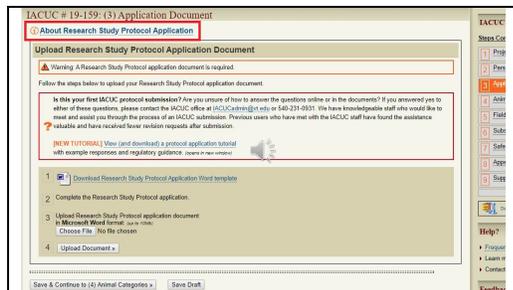
At the top of the screen, you will find the link containing additional information regarding the section.

Slide 4
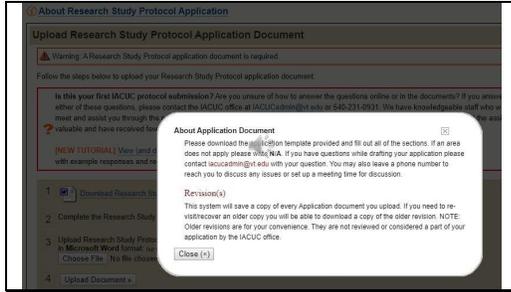
The pop-up provides a brief overview of the application document.

Slide 5

The protocol tutorial discussed earlier in this video is also available as a reference via the link outlined in red. Download and review the tutorial before downloading the protocol template.

Slide 6

Download the protocol document template via this link. Always download a template rather than using previous versions of forms to ensure you have the most current version. Submission of an older version may result in the return of the submission for resubmission with the new template.

Slide 7

Once you have completed the protocol , upload it to the system by clicking the "Choose File" button, find the correct document, and then click "Upload Document" to add it to the online application. This upload process will be the same throughout the online system.

Slide 8

Once the document is uploaded, you will be able to see it at the top of the section. As you can see here under Revision number, this is the first version of the document that has been uploaded to the system.

Slide 9
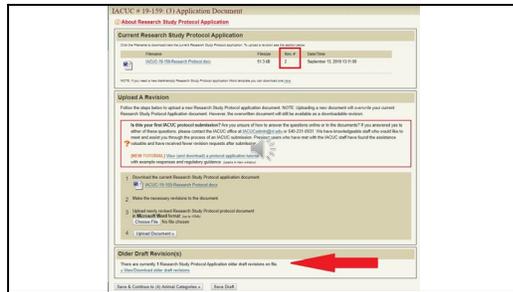
When a revised version of the document is uploaded, the Revision number updates. At the bottom of the section, you can click on a link to view the older drafts. Please only use the most current revised version of the protocol unless you have alerted the individual requesting revisions. Using an older version restarts the review process.

Slide 10
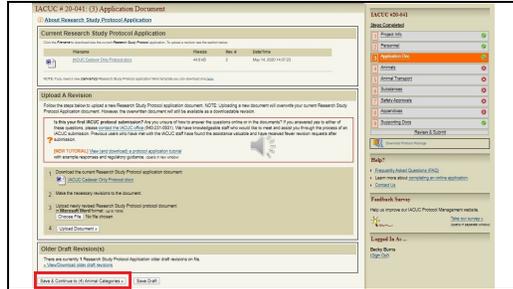
When this section is completed and a green check is shown under the section on the right side, you can proceed to the next section by clicking the button outlined in red.

Slide 11

This concludes this portion of the video tutorial. If you have additional questions or suggestions to improve this tutorial, please feel free to call 540-231-0931 or email iacuc@vt.edu. The ACUP staff is happy to assist you as you complete the protocol submission process. Thank you for watching.