Please keep the following in mind when using the system:

• Internet browser: we recommend using Mozilla/Firefox or Google/Chrome as your browser for eProtocol.
• Remember to TURN OFF THE POP-UP BLOCKER on your browser.
• Remember, DO NOT USE THE BACK BUTTON ON YOUR BROWSER. To navigate, use the actual hyperlinks on the page to go to a specific location (e.g. click on protocol # to get protocol, or hyperlink “Home” to go to the start page).
Log in to eProtocol (eprotocol.benaroyaresearch.org) by clicking on the appropriate organization on the homepage and entering your credentials.

Welcome to eProtocol!

A web-based submission, review, and approval system for BRI and VM research protection committees (IRB, IACUC, IBC).

To login to eProtocol, click on your primary organization below:

- **BENAROYA RESEARCH INSTITUTE**
- **Virginia Mason**

If you have credentials for both organizations, ALWAYS login with the same username and password.

Don’t have an account with VM or BRI, or need help logging into eProtocol? Click on the links below to find answers to your questions.

Links:
- **FAQs**: Frequently Asked Questions
- **IT Helpdesk**: Help with password and login issues
- **RPD Contacts**: Research Protections Department Contact Information
Make sure you are under the “Researcher” role, located in the dropdown menu at the top left corner of the screen.
To start a new study, select Create Protocol.

Or, if your new study is very similar to a previous study, you can select Clone Protocol...

...then select the appropriate protocol and click Clone Protocol.
1. Enter the Study Title
2. Select IRB Form
3. Your information will automatically populate under the PI field. Update key personnel by selecting this button. If you remove yourself as PI, add yourself in another key personnel group to retain access to the protocol.
4. Make sure to select an affiliation for each staff member.
5. Click Create.
Provide the requested information in each section.

You can save your progress and close the protocol at any time. It will be accessible on your homepage when you want to continue.

Move between pages by clicking Previous, Next, or directly on the page you want to go to. Never hit the back button on your browser!

Each page has its own unique help section if any questions arise.
On the Obligations page, check both boxes...

...then submit the form to the IRB.