eProtocol Instructions

IRB STUDY MODIFICATIONS

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).

Vers. 1, 12/20/16
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.
Select your approved protocol...

...then start an Amendment.
Answer all questions on the Amendment page:
Update every section of your protocol that will be changing with this Amendment

Don’t forget to include all new and updated documents (i.e. Consent forms, Recruitment materials, etc.) in the Attachments section.
On the Obligations page, check both boxes...

...then submit the form to the IRB.