Report an Incident (Adverse Event or Unanticipated Problem)

1) Log in to eProtocol with your CalNet ID & password at: https://eprotocol.berkeley.edu

2) Click on the **IRB** tab to see your Investigator Homepage for IRB Submissions.

3) From your Investigator Homepage, there are two ways to get to a list of your approved protocols:

   a. Scroll to the bottom of the page (past the Study Closure section of the table); or,

   b. Go to the **Investigator Menu** on the upper left side of the page and click on **Approved Protocols**.
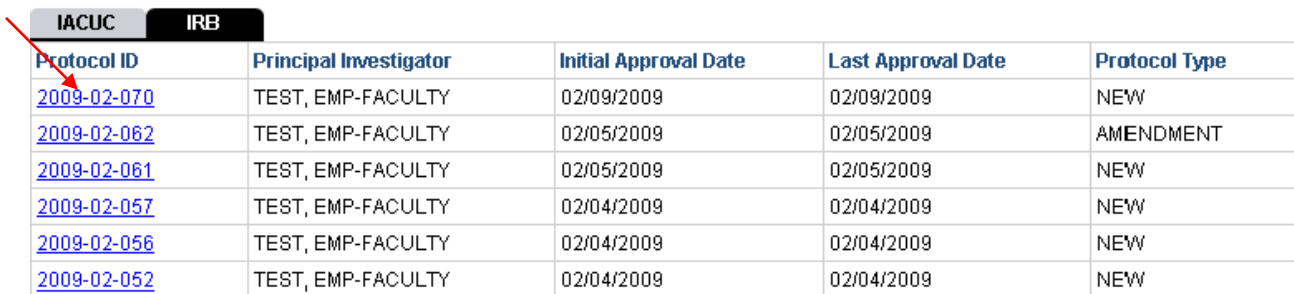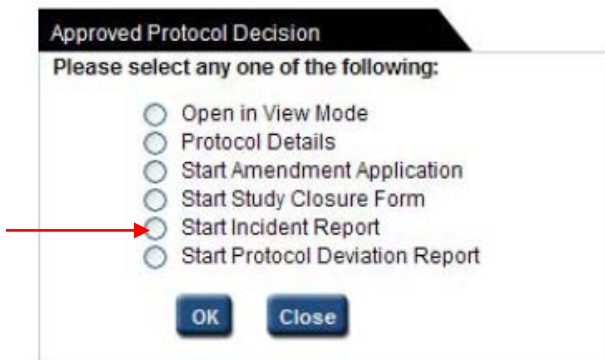

4) Click on the **Protocol ID** link of the protocol for which you wish to report the incident.

5) Select **Start Incident Report** in the Approved Protocol Decision menu and click **Ok**.

6) Complete the Incident Report. When the report is complete, click on the **Submit Form** button in the dark blue menu on the left side of the screen.

Note: You can closeout of the Incident Report at any time and access it again from your Investigator Homepage. Save the page you are working on before closing the report.

7) A popup will ask if you are sure that you want to submit. Click on the **Yes** button.

8) When the form has been submitted, a message will appear on your Investigator Homepage in bright blue thanking you for the submission and the Protocol Event column will change to read "SUBMITTED TO IRB."