

How to print a copy of the approved protocol:

- login to <http://oraqs.research.ucsb.edu>
- click on "Approved" queue.
- make note of sub-ID which you need to print.
- on left hand side of the page, choose "Reports".
- choose "full protocol".
- type in sub ID and click "get report".
- you will see a link to the report in red letters, click on it.
- at the top there are two icons, disk (to export) and printer (to print).
- click printer, choose all pages and hit print.
- Unfortunately here it irrationally asks you if you want to open or save, choose open. This creates a PDF copy of your protocol.
- Now you can print the whole thing.
- The bottom of the protocol has all the approval information. The signatures are just for our office and aren't needed to show approval. The PI would have already submitted a Signature page for the protocol to show up in the "Approved" queue.