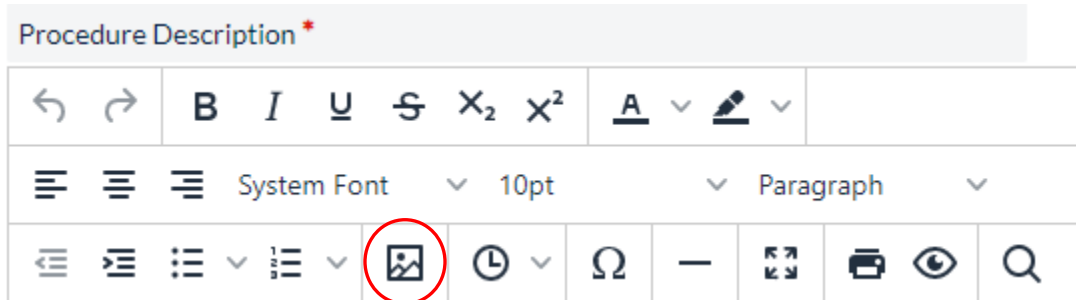
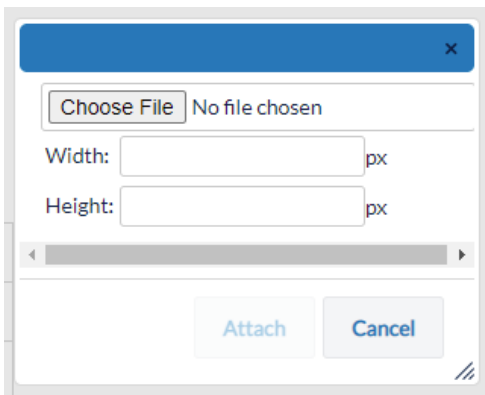


## [Tips for Drafting Protocols in eSIRIUS](#)

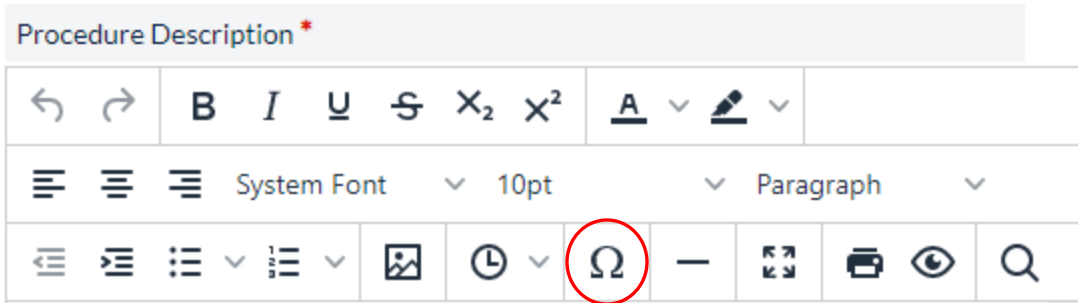
1. **Attachments:** Please only attach documents to following two sections of the protocol application: (a) Department Funding, and (b) Transfer/Core. **Before attaching any other documents to any other section of the protocol application, you must contact a member of the IACUC office.**
2. **Insert Images into WORD Fields in eSIRIUS:** For images saved on computer, the vendor recommends using the image tool (circled in red below)



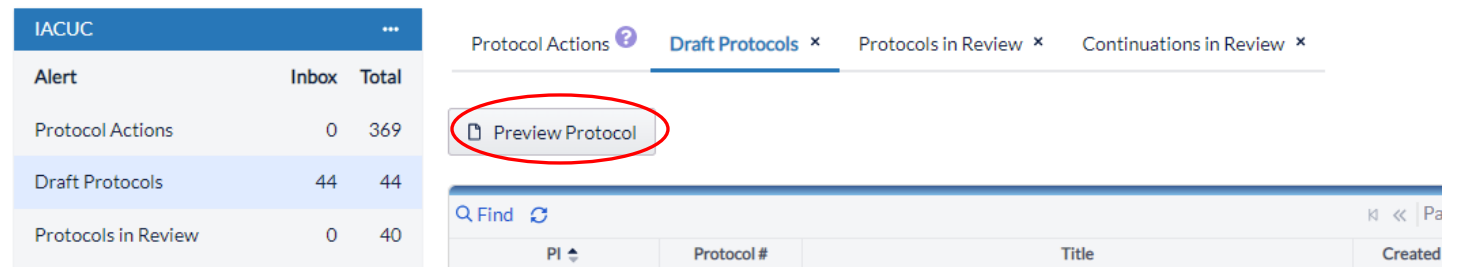
The image below will appear. Choose the image you want to insert. For width and height, the recommended size is 300 x 300 pixels. Any image format may be inserted - jpg, png...



3. **Copy and Paste WORD or PAGES documents into eSIRIUS:** If your document contains symbols, first you MUST copy and paste information into Notepad (WORD) or TextEdit (Mac). Then copy and paste information from Notepad or TextEdit into eSIRIUS.
4. **Insert Symbols in eSIRIUS WORD Fields:** To insert symbols into WORD field in eSIRIUS, use symbol tool (circled in red below).



5. **Preview Protocol in Landscape Layout:** To see preview of protocol, highlight protocol, click on “Preview Protocol” button.



Once you see preview of protocol, click right side of mouse and you will be given option to Print. Click on Print and when next screen appears, click on Layout, and choose Landscape (the entire protocol along with all images that may be too large should appear).

