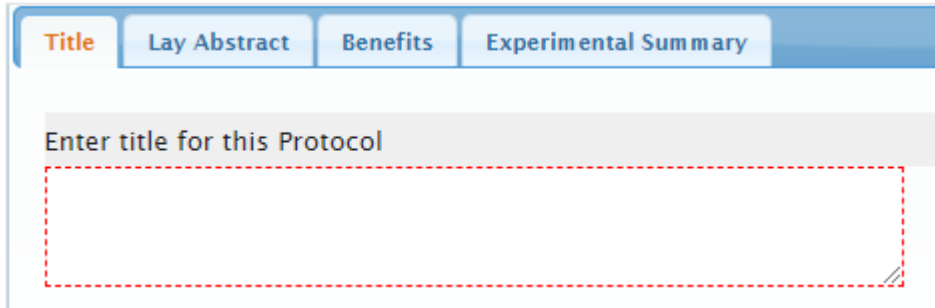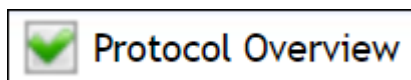**Filling out your Protocol**

After completing all of your options in the table of contents, you will start filling out your protocol.

1. Required Questions - Questions you are required to answer have a red dotted border. These questions have to be answered for you to submit your protocol.
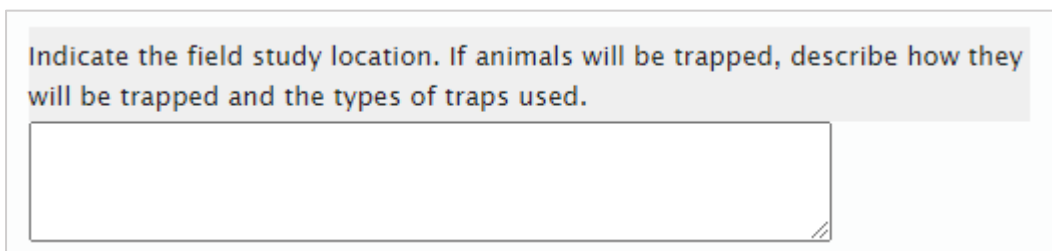

Once all required questions are answered in a section, a green checkmark will become visible next to the section in the table of contents.
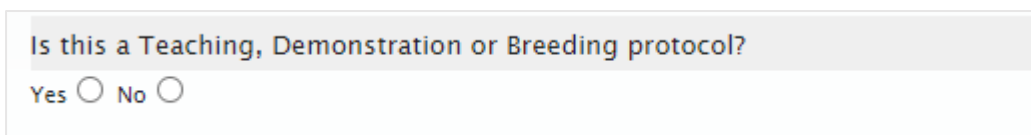

2. Text Fields – These are given when you need to type in a custom response

3. Radio Buttons – these questions appear when only one answer is permitted.

4. Check boxes – these questions allow multiple answer choices

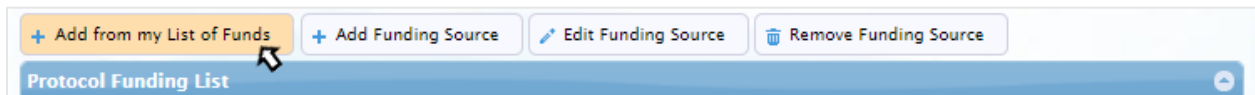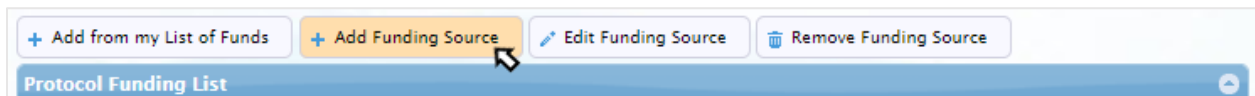|	
Return to Colony	☐
Transfer to a Different Project	☐
Return to Wild	☐
Other (i.e., Adoption)	☐
Explain what will happen to any animals not euthanized.	

5. Drop-Down Menus – these options allow for one answer choice
6. Add From List – this permits you to choose from data that you have previously added

+ Add from my List of Funds	+ Add Funding Source	✎ Edit Funding Source	🗑 Remove Funding Source
Protocol Funding List			

7. Add New – this option permits you to add new information into the system

+ Add from my List of Funds	+ Add Funding Source	✎ Edit Funding Source	🗑 Remove Funding Source
Protocol Funding List			

8. Edit – You can edit when adding from a list or adding new data.
    a. First, click the row you would like to edit

+ Add from my List of Funds	+ Add Funding Source	✎ Edit Funding Source	🗑 Remove Funding Source

Protocol Funding List				
Fund Source ▲	Grant Title	Funded?	End Date	Grant #
National Institutes Of Health	Grant Title NIH	No		

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    b. Second, click the **Edit** button

Add from my List of Funds	+ Add Funding Source	✎ Edit Funding Source	🗑 Remove Funding Source

Protocol Funding List ⊙

Fund Source ▲	Grant Title	Funded?	End Date	Grant #
National Institutes Of Health	Grant Title NIH	No		

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9. Delete or Remove – this function can be performed by clicking **Remove**

+ Add from my List of Funds	+ Add Funding Source	✎ Edit Funding Source	🗑 Remove Funding Source

Protocol Funding List ⊙

Fund Source ▲	Grant Title	Funded?	End Date	Grant #
National Institutes Of Health	Grant Title NIH	No		

◄ ᴵ◄ ◄◄ Page 1 of 1 ►► ►ᴵ 20 ˅   View 1 - 1 of 1