

Route for submitting a work protocol

If a project is approved by the CCD, the responsible researcher (RR) or Principal Investigator (PI) may submit a work protocol to the AWB. The AWB will process the protocol by e-mail and depending on for example the complexity of the work protocol also verbally.

Responsible researcher (RR) /
Principal Investigator (PI)

Download the latest version of the work **protocol + appendices + guidelines** from the [AWB website](#)).

Read the guidelines and **fill in** all forms. **Design or copy** a procedures checklist and fill in the planned procedures.

Send all forms to the AWB via e-mail (info@ivd-utrecht.nl). In the subject line, enter **the project number**.

Processing

The AWB processes the application, checks **for completeness and compliance with the project license** and responds within 10 working days. This reply may be accompanied by an invitation for a consultation.

If necessary, correct the work protocol in accordance with the reply and/or the consultation with the AWB, and **send** the work protocol to the AWB (info@ivd-utrecht.nl).

If the revised version does not correspond to the proposed changes, there may be new feedback.

If the work protocol is OK, the IvD will send you the stamped, approved version by e-mail and you can begin the work as described in the work protocol.

