



Preparing your Protocol for Submission

Acceptable file types

The only accepted protocol file type is a *.doc or *.docx file, as the review process of the protocol is performed with Microsoft Word “track change” with the addition of comments to the protocol.

[Microsoft office](#) is available for UCT Staff and Students

Although PDFs and *.xls and *.xlsx will also be accepted for supplemental documents that are uploaded

File naming

Please ensure that your protocol is uploaded with the correct file-naming procedure

<Name>_<Keyword(s)>.doc

ie Thomas Stazl submitting a protocol with the Title “The current status of Liver Transplantation in Man:

Stazl_Liver transplant.doc

Otherwise the committee receives 10 protocols with the name

Protocol v4.0 Final version.doc

Uploading your protocol

Protocol submission must be performed via the [Surgical DRC website](#)

All future correspondence will be directed to the email address provided on the form