

The Research Foundation for the State University of New York Pre-Award and Compliance System (SUNY PACS)

Campus Manager Guide

Contents

1.		Introduction	3
2.		Common Application Setup	3
	A.	Campus Details	3
	Β.	Maintain Campus Specific Appearance	5
3.		Agreements Module Maintenance	6
4.		Institutional Review Board (IRB) Module Maintenance	7
5.		Grants Module Maintenance	. 10
	A.	Departmental Grants Properties	. 10
	Β.	Campus Properties – Grants Campus Settings	. 12
6.		Safety Module Maintenance	.16
7.		Conflict of Interest (COI) Module Maintenance	. 19
8.		Institutional Animal Care and Use Committee (IACUC) Module Maintenance	.21
	A.	Campus Specific Properties-IACUC	.21
	Β.	Campus Properties IACUC-Strains	. 24

Date	Author	Change Reference
10/1/2016	Lisa Kelly	Created Document V1.0
2/26/17	Lisa Kelly	Changes from 1st review Meeting V1.1
3/22/17	Lisa Kelly	Changes from 2 nd review Meeting V 2.0
6/20/17	Lisa Kelly	Added Additional Grants Setup
4/30/18	Lisa Kelly	Updates for Portal8 Upgrade
11/19/2018	Chris Chen	Added Additional Grants Setup Options 9 and 10

1. Introduction

This guide is intended for use by the Campus Manager (CM) while processing any campus specific system changes needed for SUNY PACS applications. These changes will be infrequent and should not require monthly maintenance.

The CM is responsible for carrying out changes and upkeep to the following:

- Campus address and related information
- Campus specific appearance
- Module offices
- Module reviewers
- Organization details
- Module specific setups

Note: If there are mass changes needed, for example Campus address changes, please contact Customer Services for assistance.

2. Common Application Setup

A. Campus Details

Purpose:

The below section describes the steps needed to maintain/change detailed information about each campus. This includes the campus address, email address, phone number and DUNS number.

- 1. Select Org Management Tab. (See Section 2: A: Figure 1)
- 2. Click on the campus Name. (See Section 2: A: Figure 1)

Section 2: A: Figure 1

E E	BUFE he State U	ALO STA University of New	ATE v York							Hello, Donna Scuto -
	»	My Inbox	Agreements	соі	Grants	SF424 Center	IRB	Org Management		
			Org Manager	nent					N	🖺 Subscribe 🛛 Help
			All SUNY Campuses	Other Organizations						
			Campuses I Can I	Edit						
			Organization							
			160 Buffalo State Colle	ege						۹
			All SUNY Campu	Ises						
			Filter 🚱 Name 🖪	 Enter text to search 	for G	Add Filter x Cle	ar All			Export
			Name							
			160 Buffalo State Colle	e						۹
			1 items				e page 1	of 1 →		10 / page

3. Click on the Detail link that appears on the left to open up the Organization Details. Complete or update campus address and DUNS number. Click APPLY or ok after changes are made. (See Section 2: A: Figure 2)

Important: This address and DUNS number are used for the grants.gov submission. If this is incorrect or left blank the user will get a validation error on the SF424 submission. The RF Legal name is used for Grants in the submission of the SF424.

Section 2: A: Figure 2

		Edit. Too Buraio State College
	Amp To 🗸	OK Cancel Apply
Organization		
-		
Name:	Web Page Address:	
160 Buffalo State College		
RF Legal Name:	Logo:	
Research Foundation for SUNY on behalf	Choose File	
ID:	Outline Transfer Overlands - 0. 2040 40 50 00 DM	
DPT-1492	Modified: Tuesday, September 6, 2016 12:52:29 PM Modified: Tuesday, April 17, 2018 10:27:48 AM	
Category:	DLINS Number	
Institution 👻	127247320000	
RF Sponsor Type:		
[None]		
Parent Organization:		
Campus Hierarchy 🚥 💿		
Phone	E-mail	
Phone:	General:	
716-		
Fax		
Address	Billing Address	
Street/PO Box	Street/PO Box	
1300 Elmwood Ave		
Buckham Hall B206		
City:	City:	
Buffalo	Buffalo	
State/Province:	State/Province:	
NY 👻	NY 🔻	
Zip/Postal:	Zip/Postal:	
14222-1095	14222-1095	
Country:	Country:	
USA 🔻	USA 💌	

NOTE:

The following 3 fields in the detail organization page (See Section 2: A: Figure 3) are settings that the RF currently does not use;

- Managers Not used by the RF
- IRB Authorization Agreement Not used by the RF
- Can this organization be used as a funding source for clinical trials?- Not used by the RF

Section 2: A: Figure 3

Managers		
firstName		lastName
There are no items to display		
IRB Authorization Agreement		
+ Add		
Name	Description	
There are no items to display		

Can this organization be used as a funding source for clinical trials? O Yes ${\hfill O}$ No ${\hfill Clear}$

B. Maintain Campus Specific Appearance

Purpose:

The below section describes how to maintain the logo, header and footer for each campus.

- 1. Select Org Management Tab. (See Section 2: A: Figure 1)
- 2. Click on the campus Name. (See Section 2: A: Figure 1)
- 3. Select Campus Properties Common on the left hand side. (See Section 2: B: Figure 1)

Section 2: B: Figure 1

	»	My Inbo	x Agreements	COI	Grants	SF424 Center	IRB	Org Management	
Ed	it Detai	ls	Summary						
	Campus I Agreeme	Properties nts	Organization: 160 Buff	alo State College					Category: Institution
	Campus I COI	Properties							
	Campus I Common	Properties	Campus Administratio	n					
	Campus I Grants	Properties							
	Campus I Grants Ca	Properties ampus							
	Campus I IACUC	Properties							
	Campus I IRB	Properties							
	Campus I Safety	Properties							
	Detail								
	SUNY Re	viewers							
Ac	tivities								
0	SUNY Ca Update	mpus							

4. Make any changes needed for system appearance or email notifications. (See Section 2: B: Figure 2), below are descriptions of each field and the impact they have on how the system works. Once complete, select OK and Apply.

	Field Name	Field Description
a.	SUNY Site Logo	This field controls what campus logo will appear in the top left hand corner of the site.
b.	SUNY Campus CSS	Custom Style Sheet, this changes colors and look and feel of pages.
c.	SUNY Site Footer	The information in this box will display as a footer of every page for this campus.
d.	SUNY Watermark Text	This is ONLY for the IRB module. It prints the contents on the top of the finalized documents. This is ONLY for the PDF version of the documents.
e.	From Email Address	The email address that is used to send all SUNY PACS notifications.
f.	Reply-to Email Address	The email address that is used when users reply to all SUNY PACS notifications.
g.	Solution Specific Address	This allows a different to and from email address by SUNY PACS module. If there are values in these fields they take precedence over the above Reply-to and From

		emails. (Note: Must be in the compliance store to update IRB, Safety and IACUC
		modules).
h.	Campus Code	Campus Code, is defaulted in and should not be changed.

Section 2: B: Figure 2

		rt Jump To -	OK Cancel Apply							
Campus Specific Appearance SUNY Site Logo: Place make sure to set the Site Logo on Compliance store as well for this campus. The Site Logo will be displayed at the top left corner on every page of this site. Choose File View 🚭										
SUNY Campus CSS: ^{CPIP} This CSS is used to rende	JNY Campus C\$5; ^{Camp} is CSS is used to render a unique display for this campus. Enclose your CSS script within the «style»									
UNY Site Footer. ^{Chp} The text below will be displayed at the footer section of every page for this campus. Image: Section of the plasse email click-support@buffalostate.edu										
Campus Specifi SUNY Watermark Text ^C This text is used as water Finalced Buffaio State C The From and Reply-To a verything and are used fi From Email Address. ^{CPM} Click-support@buffalosta Reply-To Email Address Click-support@buffalosta	Campus Specific Properties UNY Watermark Text: ^{Crep} This text is used as watermark on finalized documents for IRB projects. Finalized Buffaio State College The From and Reply-To addresses are used for all notifications sent from this store (if specified, they override the From and Reply-To addresses specified in the Global Notification Settings). Further, if Solution Specific Addresses are specified then they override the trom and Reply-To addresses specified in the Global Notification Settings). Further, if Solution Specific Addresses are specified then they override the from and Reply-To addresses specified in the Global Notification Settings). Further, if Solution Specific Addresses are specified then they override text for all notifications for that solution. From Email Address: ^{Crepn} click-support@buffalostate edu cli									
Solution Specific A	ldress:									
Solutio	n Type	From	Reply-To							
C Update Agreer	nents	click-agreements@buffalostate.edu	click-agreements@buffalostate.edu							
I Update COI		click-coi@buffalostate.edu	click-coi@buffalostate.edu							
C Update Grants	C# Update Grants click-support@buffalostate.edu click-support@buffalostate.edu									
Campus Code:	Campus Code: 160									
Campus: ¹ 160 Buffalo State Co Campus > Division 160 Buffalo State Co ¹ Updated by nigt CPIP CPIP syndicates	ampus: ¹ 60 Buffalo State College Campus > Division > Department > ¹ 60 Buffalo State College Updated by nightly process PPP CPIP syndicates this property to Compliance store									

3. Agreements Module Maintenance

There are no campus level functionality settings that need to be maintained by the campus manager for the Agreements module.

4. Institutional Review Board (IRB) Module Maintenance

Purpose:

The below steps are used to maintain 13 settings (listed under step 3) within the IRB module for each campus.

- 1. Select Org Management Tab. (See Section 2: A: Figure 1)
- 2. Click on the campus Name. (See Section 2: A: Figure 1)
- 3. Select Campus Properties IRB on the left-hand side and then select Click here to edit to go to the compliance store. Then select Campus Properties IRB to edit. (See Section 4: Figure 1))

Section 4: Figure 1

»	My Inbe	ox Agreer	nents	COI	Grants	SF424 Center	IRB	Org Management
Edit Detai	ls	Summary						
Campus Agreeme	Properties	Organization:	160 Buffalo	State College				
Campus COI	Properties							
Campus Common	Properties	Campus Admi	nistration					
Campus Grants	Properties							
Campus Grants C	Properties							
Campus IACUC	Properties							
Campus IRB	Properties							
 Campus Safety 	Properties							
Detail								
SUNY Re	viewers							
Activities								
SUNY Ca Update	mpus							

Campus Specific Properties - IRB



4. The Campus Specific Properties-IRB form will display. Update any of the 13 fields related to the IRB Module: (See Section 4: Figure 3)

Fi	eld Name	Field Description
a.	Enable	If "yes" then study team members will receive email prompting attestation
	Attestation?	upon study submittal. If "No" they will not receive an email .
b.	Notify IRB	If "Yes" all IRB Directors and Coordinators will receive email notification
	Coordinator and	when PI submits study. If "No" they will not receive an email.
	Director on	
	Submittal of IRB	
	Study?	
с.	Notify IRB	If "Yes" all IRB Directors and Coordinators will receive email notification
	Coordinator and	when the assigned reviewer submits their review of the study. If "No" they
	Director on	will not receive an email.
	Ancillary and	
	Designated	
	Review	
	submission?	
d.	Enable COI/IRB	Yes/No selection. If yes, upon submission of a IRB Study that is funded and
	Integration?	the PI is not a student. A research COI disclosure will be automatically be
		created for the PI and Study team members.
e.	Enable Designated	Yes/No selection. If yes, the designated reviewer can request clarification
	Reviewer Request	directly to the PI on the study.
	Clarification	
	activity?	
f.	Default IRB Office	This is the IRB office automatically assigned when a PI submits a study.
<i>a</i>	Available IRR	All available IPP offices at a samples. A samples can have as many IPP offices
g.		All available IND Offices at a campus. A campus can have as many IND offices
h	External IBB Office	As IPP office outcide a given institution that will review this study and decide
11.	EXTERNAL IND OTHER	whether to approve it, with permission from the local (your
		institution's) IPR office
i	IPR Library	Documents that are available within the IRR module such as Policies and
1.	IND LIDIALY	procedures. The document Library is shared with Safety and IACUC so the list
		will contain all documents and are not segregated by campus. Use caution
		when selecting documents and review the document description. When we
		say NOT secure by campus this is only for the Campus Manager view and
		NOT for the Pl's view of the documents
		NOTE: If a specific library document is not in the LOV to select. Contact
		customer services to load the Document
i	Ancillary	All users at a given location are available to be ancillary reviewers. No
٦.	Reviewers	maintenance is needed via this setting
k		The image loaded here will appear in the header of letters agendas and
×.		minutes The file must be in the form of a nicture in ing Rest practice is for
		A THE REPORT OF A THE THE TAXAGE AND A THE THE TAXAGE AT A MULTIPLE A THE TAXAGE A THE TAXAGE A THE TAXAGE A THE
		the logo to have a clear transparent background for cosmetic nurposes. The

١.	IRB Campus	The image loaded here will appear in the footer of letters, agendas and
	Footer	minutes. The file must be in the form of a picture, ie .jpg, Best practice is for
		the logo to have a clear transparent background for cosmetic purposes. The
		size should be between 200 and 300 pixels horizontally.
m.	Send Email to IRB	If "Yes" the assigned coordinator will receive an email when assigned to a
	Coordinator when	study.
	they are assigned	
	via Assign	
	Coordinator	
	activity	

Section 4: Figure 3

Campus Specific Properties - IRB				
Manage IRB properties specific to this campus.				
Note: These properties can only be saved if the organization is marked as a Enable Attestation? Oves Not Char Notify IRB Coordinator and Director on submission of If Ves No Char Notify IRB Coordinator and Director on Ancillary and D	SUNY Campus IB Study? esignated R	, which can be done	on the "Campus Properties Common" view for this organization on the Sponsored	Programs store.
Yes O No Clear				
Enable COL/IRB Integration?				
Enable Designated Reviewer Request Clarification activ O'ves O No Char Default IRB Office * Select the default IRB office that the studies will be assigned to Buffaio State College Institutional Review Board	ity? on creation.			
Available IRB Offices Select the IRB offices that will be available as options when runn	ing the 'Assig	n IBB' activity.		
	ing the Assig	ninco activity.		
Name				
Puffele Chele College Jackholizzed Deview Deced				0
IRB Library				
Select the documents that are available when viewing the IRB Lib	rary.			
Select the documents that are available when viewing the IRB Lib	rary.			
Select the documents that are available when viewing the IRB Lit	rary. Category	Description	Document	
Select the documents that are available when viewing the IRB Lite Mame Socially Sensitive Research	Category SOP	Description Buffalo State IRB	Document Socially Sensitive Research(0.01)	0
Select the documents that are available when viewing the IRB Lit	Category SOP Template	Description Buffalo State IRB Buffalo State IRB	Document Socially Sensitive Research(0.01) Assent to be in a Research Study (for children 7-13 years of age)(0.02)	0
Select the documents that are available when viewing the IRB Lit	Category SOP Template SOP	Description Buffalo State IRB Buffalo State IRB Buffalo State IRB	Document Socially Sensitive Research(0.01) Assent to be in a Research Study (for children 7-13 years of age)(0.02) Written Documentation of Consent(0.01)	0 0 0
Select the documents that are available when viewing the IRB Lit	Category SOP Template SOP SOP	Description Buffalo State IRB Buffalo State IRB Buffalo State IRB Buffalo State IRB	Document Socially Sensitive Research(0.01) Assent to be in a Research Study (for children 7-13 years of age)(0.02) Written Documentation of Consent(0.01) Internet Research(0.01)	0 0 0 0
Select the documents that are available when viewing the IRB Lit	Category SOP Template SOP SOP	Description Butfalo State IRB Butfalo State IRB Butfalo State IRB Butfalo State IRB	Document Socially Sensitive Research(0.01) Assent to be in a Research Study (for children 7-13 years of age)(0.02) Written Documentation of Consent(0.01) Internet Research(0.01) y Reviews* activity:	0 0 0
Select the documents that are available when viewing the IRB Lit The socially Sensitive Research Socially Sensitive Research Socially Sensitive Research Study (for children 7-13 years of age) Written Occumentation of Consent Internet Research Ancillary Reviewers Select the people who are available to be selected as Ancillary Rev The Organizati	rary. Category SOP Template SOP SOP viewers in the	Description Butfalo State IRB Butfalo State IRB Butfalo State IRB Butfalo State IRB	Document Socially Sensitive Research(0.01) Assent to be in a Research Study (for children 7-13 years of age)(0.02) Written Documentation of Consent(0.01) Internet Research(0.01) y Reviews* activity:	0
Select the documents that are available when viewing the IRB Lit	rary. Category SOP Template SOP SOP viewers in the n	Description Butfalo State IRB Butfalo State IRB Butfalo State IRB Butfalo State IRB	Document Socially Sensitive Research(0.01) Assent to be in a Research Study (for children 7-13 years of age)(0.02) Written Documentation of Consent(0.01) Internet Research(0.01) y Reviews" activity:	0
Select the documents that are available when viewing the IRB Lit The second se	rary. Category SOP Tomplate SOP SOP viewers in the n	Description Buttalo State IRB Buttalo State IRB Buttalo State IRB Buttalo State IRB	Document Socially Sensitive Research(0.01) Assent to be in a Research Study (for children 7-13 years of age)(0.02) Written Documentation of Consent(0.01) Internet Research(0.01) y Reviews* activity:	
Select the documents that are available when viewing the IRB Lit The second se	rary. Category SOP Template SOP Viewers in the n rs sign Coordin	Description Buffalo State IRB Buffalo State IRB Buffalo State IRB Buffalo State IRB "Manage Ancillar	Document Socially Sensitive Research(0.01) Assent to be in a Research Study (for children 7-13 years of age)(0.02) Written Documentation of Consent(0.01) Internet Research(0.01) y Reviews* activity:	

NOTE:

The following figure- Campus Properties IRB-Funding Sources-is NOT used by the RF. (See Section 4: Figure 4).

Section 4: Figure 4



5. Grants Module Maintenance

Purpose:

The below steps are used to maintain 12 settings within the Grants module for each campus. Note that only 7 of these settings will need to be updated as departments are added or personnel change.

A. Departmental Grants Properties

The below section describes how to maintain Campus level settings for Organizations (departments) and their use within the Grants module. These settings are needed for each department and were initially populated as part of the campus go-live.

- 1. Select Org Management Tab. (See Section 2: A: Figure 1)
- 2. Click on the Other Organizations Tab to select a department. (See Section 5: A: Figure 1)

Section 5: A: Figure1

se State	ALO ST University of Ne	ATE w York							Hello, De
	My inbox	Agreements	coi	Grants	SF424 Center	IRB	Org Management		
									Subscrib
		All SUNY Campuses	Other Organization	nployer or Deleg	ated Campus or	Blank			
		Filter D	 Enter t 	lext to search for	Go + Add P	iber in Churchil			Exp
		Filter D	▼ Enter t	lext to search for	Go + Add F Org	nization		Company Category	Εφ
		Filter ID ID 160 Clinical Trials Offic	 Enter t 	leaf to search for	Go + Add P Org 160	iter × Clear Al anization Clinical Trials Office		Company Category	Eq
		Filter ID ID IE	Enter t	ient to search for	Go + Add P Org 160 100	iter X Class All anization Clinical Trials Office Compliance Office		Company Category	Ep
		Filter ID 10 160 Clinical Trials Offic 160 Complement Office 160 General Coursel 8	Enter t	text to search for	00 + Add P 0rg 160 100 100	Iter × Cruz-Al anization Clinical Trials Office Compliance Office General Coursel &	Inversity Counsel	Company Calegory	Eq
		Filter DID 150 Clinical Trials Offic 150 Compliance Office 150 General Counsel & 150 Human Resources	Enter t	ked to search for	00 + Add P Org 160 160 160 160	the K Chur Al anization Clinical Trials Office Compliance Office General Counsel & Human Resources	Iniversity Counsel	Company Calegory	Εφ
		Filter DID 150 Clinical Trials Offic 150 Compliance Office 150 General Coursel 8 150 Human Resources 150 Pharmacy Office	Enter t	lext to search for	00 + Add P Org 180 100 100 100 100 100	Ine x Cran Al anization Clinical Trais Office Compliance Office General Counsel & Human Resources Pharmacy Office	Iniversity Counsel	Company Calegory	Εφ
		Filter ID	Enter t	ixed to search for	Go + Add P 160 160 160 160 160 160 160 160 160 160 160 160 160 160 160 160	Ine x Cran Al anization Clinical Trais Office Compliance Office General Coursel & Human Resources Pharmacy Office Post-Award Office	Iniversity Counsel	Company Celleginy	Ee
		Filter D ID 50 50 Cinical Trials Offic 50 Completion Office 50 General Coursel & 50 Human Resources 50 Producer Office 50 Post-Award Office 50 Post-Award Office 50 Post-Award Office	Enter t	ixed to search for	Co + Add P Org 160 160 160 160 160 160 160 160 160 100	Ine x Cise Al anization Clinical Trais Office Compliance Office General Coursel & Haman Resources Pharmacy Office Procurement Servic	iniversity Counsel	Company Calagory	Εφ
		Filter Filter	Enter t	ixed to search for	Go + Add P Org 160 160 160 160 160 160 160 160 160 160	her X Cher Al anization Clinical Trais Office Compliance Office General Coursel & Human Resources Pharmacy Office Procurement Servic Technology Office	Iniversity Counsel	Company Category	Equ
		Filter Filter	Enter t	ied to search for	G0 + Add P1 0 mg 100 100 100 100 100 100 100 10	ther x Clear A3 anization Clinical Trials Office Compilance Office General Coursel & Haman Resources Pharmacy Office Post-Award Office Procurement Servic Technology Office SUNY IFR Cost Shi	Inversity Counsel	Company Category	Equ

3. Select Campus Properties Grants on the left-hand side (See Section 5: A:Figure 2)

Section 5: A: Figure2

» M	y Inbox	Agreements	COI	Grants	SF424 Center	IRB	Org Management
Edit Details	Su	mmary					
Campus Proper Grants	ties Or	ganization: 160 Clinica	al Trials Office				
Detail							
SUNY Reviewer	rs C	ampus Administration					
Activities							
SUNY Campus Update							

4. The Department Grant Properties form will display: Update the below fields related to the Grants Module. (See Section 5: A: Figure 3)

Field Name		Field Description				
a.	Human Assurance	This will be the campus human assurance number.				
b.	Animal Assurance	This will be the campus animal assurance number.				
с.	EIN Number	This will be the campus EIN number.				
d.	Is Foreign	Not used by the RF.				
e.	Is Active	Defaults to Yes.				
f.	Congressional District	Must be completed for the highest level Organization. Must be entered as NY-####.				
g.	Signing Official	Not used by the RF.				
h.	Grants Default	Select the Grants Default specialist for that department				
	Specialist	NOTE: the person must have a user role of Specialists Finance/Grant in				
		order for that person to be available to select. Repeat these steps for every				
		department. This step will need to be performed when a new organization				
		(department) is added or a specialist has changed from a department.				
i.	Default Post	Select the Default Post Award Grants Specialist for that department.				
	Award Grants	NOTE: the person must have a user role of Specialists Finance/Grant in				
	Specialist	order for that person to be available to select. Repeat these steps for every				
		department. This step will need to be performed when a new organization				
		(department) is added or a specialist has changed from a department.				
j.	Sponsored	This must be completed for all departments and is used on the SF424.				
	Programs Office					
k.	Applicant	This is the highest level organization which is the campus. This must be				
	Institution	completed for all departments and is used on the SF424.				
١.	Fringe Benefit	Not used by the RF.				
	Category					

Section 5: A: Figure 3

De	partment Grants Properties
1.	Human Assurance:
	00007126
2.	Animal Assurance:
3.	EIN Number:
	141368361
4.	Is Foreign:
5.	Is Active:
6.	Congressional District:
_	NY-026
1.	Signing Official:
_	
8.	Grants Default Specialist:
	Jessica Berg
9.	Default Post Award Grants Specialist:
	Jessica Berg
10.	Sponsored Programs Office:
	160 Sponsored Programs (8)
11.	Applicant Institution:
	160 Buffalo State College
12.	Fringe Benefit Category:

B. Campus Properties – Grants Campus Settings

The below section describes how to maintain 10 settings for Organizations and their use within the Grants module. These settings are for the highest level organization.

- 1. Select Org Management Tab. (See Section 5: B: Figure 1)
- 2. On the All SUNY Campuses Tab select the campus and then click on Campus Properties Grants Campus. (See Section 5: B: Figure 1)

Section 5: B: Figure 1



3. The Campus Properties – Grants Settings form will display: Update the below fields related to the Grants Module. (See Section 5: B: Figure 2)

Fie	ld Name	Field Description
a.	Default Applicant	Choose your campus from the list of values.
	Institution	
b.	Default Sponsored	Select from the department list of values.
	Programs Office	
с.	Default Pre Award	Select from the list of values.
	Specialist	
d.	Default Post	Select from the list of values.
	Award Specialist	
e.	Additional	Yes – Grants is turned on to allow for other senior/key personnel (e.g. Co-
	Approval by	Principal Investigator) to provide their approval before the department
	Senior/Key	approvals. They will receive an email indicating they need to approve the
	Personnel	proposal.
		No – Indicates this functionality is NOT turned on for the campus.
f.	Enable COI/Grants	Yes/No – Yes if you want research certifications created on the submission of
	Integration	the funding proposal to department or Individual review. (There are multiple
		paths for this integration)
g.	COI/Grants	Path 1 or Path 2 (related to the above)
	Integration Path	Path 1-creates the research certification upon submission of the funding
		proposal to department or Individual review.
		Path 2-creates an annual certification if one does not already exist, if an
		annual certification already exists a reminder is sent to the disclosure upon
		submission of the funding proposal to department or Individual review.
h.	COI/Grants	Yes/No if the research certification has not yet been determined by the COI
	Integration – Path	Administrator the Funding Proposal cannot be submitted to the sponsor.
	1 Hard stop on	
	send to sponsor	
i.	Performance Sites	Select your campus. This information is used to populate the campus name
		and address for the grants.gov submission.
j.	Indirect Rate	Enter all your Indirect Rate Schedules per Cost type you would like to default
	Schedule	to. As new rates are negotiated and new year's need to be added, these will
		need to be updated. If a proposal goes past the years entered in the system,
		the system will use the latest rate entered via the start date. (See Section 5:
		B: Figure 3).
k.	Grants Library	Specific grants documents that you would like to have available in the
		library. All campuses will have the ability to add new documents as needed.
Ι.	Internal	Number of days prior to the proposal being due.
	Submission	
	Deadline	
m.	Compliance	The below email addresses are used when a user indicates Yes on the
	Emails	compliance questions on the proposal. The notification is sent when the
		proposal is submitted for Departmental review.
		Human Subjects Email
		Vertebrate Email

Recombinant Email
Hazardous Materials Email
Radioactive Materials Email
Radioisotopes Email
Human Embryonic Stem Cell Email
DURC Select Agents Email
0

Section 5: B: Figure 2

Campus Properties - Grants Settings

Options
1. Default Applicant Institution:
160 Buffalo State College
2. Default Sponsored Programs Office:
160 Sponsored Programs
3. Default Pre Award Specialist:
Jessica Berg 🔤
4. Default Post Award Specialist:
Jessica Berg 🚥 💿
5. Additional Approval by Senior/Key Personnel: ○ Yes ● No <u>Clear</u>
6. Enable COI/Grants Integration: O Yes O No Clear
7. COI/Grants Integration Path:
▼
8. COI/Grants Integration - Path 1 Hard Stop on Send to Sponsor: O Yes O No <u>Clear</u>
Performance Sites
Nama

160	Duffele	Ctata	Collogo	

	Too Dunaio Si	ale College					
Indirect F&A Defaul	Rate Schedule t Rates:						
+ Add							
	Cost Type	Activity Type	Fiscal Year	Campus On/Off Code	Start Date	Rate	
If Update	MTDC	Research	2017	On	7/1/2012	0.47	
If Update	MTDC	Research	2017	Off	7/1/2012	0.26	
I Update	MTDC	Research DOD Contr.	2017	Off	7/1/2012	0.3	
I Update	MTDC	Research DOD Contr.	2017	On	7/1/2012	0.51	
If Update	MTDC	Other Sponsored Program	2017	On	7/1/2012	0.319	
If Update	MTDC	Other Sponsored Program	2017	Off	7/1/2012	0.26	
Of Update	MTDC	Instruction	2017	On	7/1/2012	0.52	
Of Update	MTDC	Instruction	2017	Off	7/1/2012	0.26	
C# Update	MTDC	IPA	2017	On	7/1/2012	0.095	
Grants Libr	ibrary ary Documents:						
+ Add							
Name							
	and the second day with the second						

14

Internal Submission Deadline (number of days before application submission deadline

PACS Grants Campus Control – the Indirect Cost Rate Agreement Date and Cognizant Agency that will display on a system to system generated SF424.

Navigate as follows:

Org Management > Select your Campus Name to drill on > select Campus Properties – Grants

Scroll down to these questions:

9. Indirect Cost Rate Agreement Date and enter the date.

10. Cognizant Agency: enter the agency name

Then select the APPLY button on the top or bottom of the page.

Campus Properties - Grants Settings

Options

1. Default Applicant Institution: 010 University at Albany ... 2. Default Sponsored Programs Office: 010 Sponsored Programs Administration (5) 3. Default Pre Award Specialist: Jessie Beauharnois 4. Default Post Award Specialist: Jessie Beauharnois ... 5. Additional Approval by Senior/Key Personnel: Yes O No Clear 6. Enable COI/Grants Integration: O Yes ● No Clear 7. COI/Grants Integration Path: 8. COI/Grants Integration - Path 1 Hard Stop on Send to Sponsor: O Yes O No Clear 9. Indirect Cost Rate Agreement Date: <u>ش</u> 10. Cognizant Agency:

Compliance Emails Human Subjects Email:	
click-irb@buffalostate.edu	
Vertebrate Animals Email:	_
click-iacuc@buffalostate.edu]
Recombinant DNA Email:	_
Hazardous Materials Email:	
Radioactive Materials Email:	
Radioisotopes Email:	ו
Human Embryonic Stem Cells Email:	
DURC Select Agents Email:	

Add SUNY Indirect Rates - Internet Explorer	
Add SUNY Indirect Rates	
Cost Type:	
Activity Type:	
•	
Fiscal Year:	
Check for "On Campus", leave unchecked for "Off Campus":	
Start Date:	
Date:	
* Required OK OK and Add Another	Cancel

6. Safety Module Maintenance

Purpose:

The below section describes how to maintain 6 settings for use within the Safety module.

- 1. Select Org Management Tab. (See Section 2: A: Figure 1)
- 2. Click on the campus Name. (See Section 2: A: Figure 1)
- 3. Select Campus Properties Safety on the left-hand side and then select Click here to edit to go to the compliance store. Then select Campus Properties Safety to edit. (See Section 6: Figure 1))

Section 6: Figure 1

						Management	
Edit Details	Summary						
Campus Properties	Organization: 160 Buffa	lo State College					Category: In:
Conpus Properties							
Campus Properties Common	Campus Administration						
Campus Properties Grants							
 Campus Properties Grants Campus 							
Campus Properties IACUC							
 Campus Properties IRB 							
Campus Properties Safety							
Detail							
SUNY Reviewers							
Activities							
SUNY Campus Update							
data is managed I	by the Compliance sto	re.					
data is managed I here to edit	y the Compliance sto Inbox Agreeme	re. ents CC	DI G	rants	IRB		
data is managed I here to edit	y the Compliance sto Inbox Agreeme Summary	re. ents CC	VI G	rants	IRB		
data is managed I here to edit > My Edit Details Campus Properties Agreements	y the Compliance sto Inbox Agreeme Summary Organization: 16	re. ents CC	ol G	rants	IRB		
data is managed I here to edit	Inbox Agreeme Summary Organization: 16	re. ents CC 0 Buffalo State Colli	DI G	rants	IRB		
data is managed I here to edit bere to edit berefite to the second seco	Inbox Agreeme Summary Organization: 16 Details	re. ents CC	DI G	rants	IRB		
data is managed I here to edit	Inbox Agreeme Summary Organization: 16 Details Organization Name	re. ents CCC 0 Buffalo State Colli	DI G	rants	IRB Web Page Ad		
data is managed I here to edit	Inbox Agreeme Summary Organization: 16 Details Organization Name tel Diffutuolo S Diffutuolo S	ents CC 0 Buffalo State Colli tate College	DI G	rants	IRB Web Page Ad Created: Tues		
data is managed I here to edit	Inbox Agreeme Summary Organization: 16 Details Organization Name Name Organization Name Category Institution	re. ents CC 0 Buffalo State Colle tate College	N G	rants	IRB Web Page Ad Crated. Tues Modified: Wec		
data is managed I here to edit	Inbox Agreeme Summary Organization: 16 Details Organization: 16 Orga	re. ents CC 0 Buffalo State Colle late College zation: urchy	N G	rants	IRB Web Page Ad Created: Tues Modified: Wec DUNS Numbe 12724732000		
data is managed I here to edit	Inbox Agreeme Summary Organization: 16 Details Organization Name. Name. Organization Name. Category For United Statution DPT-1492 Category For United Statution Port 1492 Category For Details	re. ents CC 0 Buffalo State Colle tate College zation: archy	N G	rants	IRB Web Page Ad Created Tues Modified. Wec DUNS Numbe 12724732000 E-mail		
data is managed I here to edit	Inbox Agreeme Summary Organization: 16 Details Organization: 16 Organization Name: Organization Name: Phone	re. ents CC 0 Buffalo State Colle late College zation: archy	N G	rants	IRB Web Page Ad Created: Tues Modified: Wec DUNS Numbe 12724732000 E-mail General:		
data is managed I here to edit * My Edit Details Campus Properties Campus Properties Campus Properties Campus Properties Campus Properties IR8 Campus Properties IR8 IR8 - Funding Sourc Campus Properties IR8 IR8 - Funding Sourc Campus Properties IR8 - Funding Sourc	Inbox Agreeme Summary Organization Mame Torganization Mame Organization Mame Torganization Mame Torganization	re. ents CC 0 Buffalo State Colle tate College zation: archy	N G	rants	IRB Web Page Ad Created: Tues Modified: Web 12724732000 E-mail General: Billing Addre		
data is managed I here to edit	Inbox Agreeme Summary Organization: 16 Details Organization: 16 Details Organization Name.	ents CC 0 Buffalo State Colle tate College zation: archy	N G	rants	IRB Web Page Ad Created: Tuer Modified: Wec DUNS Numbe 12724732000 E-mail General: Billing Addre Street/PO Boy		
data is managed I here to edit	Inbox Agreeme Summary Organization: 16 Details Organization: 16 Details Organization Name Name Name Name Name Name Name Name	ents CC 0 Buffalo State Colle tate College ization: archy	N C	rants	IRB Web Page Ad Created: Tues Modified: Wec DUNS Numbe 12724732000 E-mail General: Billing Addre Street/PO Boy		
data is managed I here to edit	Inbox Agreem Summary Organization: 16 Details Details Organization: 16 Details Organization Name Parent Organ DPT-1402 Category DPT-1402 Category Category Parent Organization Parent Organization Parent Organization Street/PO Boo 1300 Elimovo Bickham Hall	ents CC 0 Buffalo State Colle tate College ization. c d Ave. B206	N G	rants	IRB Web Page Ad Created: Tues Modified: Wee DUNS Nume DUNS Nume DUNS Nume Street/PO Boo City:		
data is managed I here to edit Edit Details Campus Properties Campus Properties Campus Properties Campus Properties Campus Properties Campus Properties Campus Properties IRB - Funding Source Campus Properties IRB - Funding Source Campus Properties IRB - Funding Source Campus Properties Campus Properties Campus Properties Campus Properties Campus Properties Safety COI Properties Safety Col Properties Col Properties Col Properties Safety Col Properties Col Properties	Inbox Agreeme Summary Organization: 16 Details Organization: 16 Details Organization: 16 Organization:	re. ents CC 0 Buffalo State Colle tate College zation: d Ave B206 s:	91 G	rants	IRB Web Page Ad Created: Tues Modified: Wee DUNS Numbe 12724732000 E-mail General: Billing Addre Street/PO Box City: Buffalo State/Province		
data is managed I here to edit Edit Details Campus Properties Campus Properties Campus Properties Campus Properties Campus Properties Campus Properties Campus Properties IRB - Funding Source Campus Properties IRB - Funding Source Campus Properties IRB - Funding Source Campus Properties IRB - Campus Properties IRB - Campus Properties Campus Properties Campus Properties Campus Properties Campus Properties Safety COI Properties Detail Summary	Inbox Agreeme Summary Organization: 16 Details Organization: 16 Details Organization: 16 Organization:	re. ents CC 0 Buffalo State Colle tate College ization: stchy c d Ave. B206 e:	91 G	rants	IRB Web Page Ad Created: Tues Modified: Veri DUNS Numbe 12724732000 E-mail General: Billing Addre Street/PO Box City: Buffalo State/Province NY State/Province		

4. The Campus Specific Properties – Safety Settings form will display: Update the below fields related to the Safety Module: (See Section 6: Figure 2)

Field Name		Field Description
a.	Available Safety	Campus Specific Safety Offices. There are 4 types; Chemical Safety, Radiation
	Offices	Safety, Stem Cell Research Oversight and Institutional Biosafety Committee.
b.	Safety Library	Documents that are available within the Safety module such as Policies and procedures. The document Library is shared with IRB and IACUC so the list
		will contain all documents and are not segregated by campus. Use caution

		when selecting documents and review the document description. When we
		say NOT secure by campus this is only for the Campus Manager view and
		NOT for the PI's view of the documents.
		NOTE: If a specific library document is not in the LOV to select, contact
		customer services to load the Document.
с.	Ancillary	Add or remove the people who are available to be selected as Ancillary
	Reviewers	Reviewers in the "Manage Ancillary Reviews" activity.
d.	Safety	Allows the safety administrator to receive email notification that a safety
	Administrator	protocol has been submitted. A contact has to be created for the Safety
	Email Address	Administrator's and the email populated for this contact is the email address
		that the campus would like to use. Once the contact has been created it will
		be available in the LOV for this setting.
e.	Safety Campus	The image loaded here will appear in the header of letters, agendas and
	Logo	minutes. The file must be in the form of a picture, ie .jpg, Best practice is for
		the logo to have a clear transparent background for cosmetic purposes. The
		size should be between 200 and 300 pixels horizontally.
f.	Safety Campus	The image loaded here will appear in the footer of letters, agendas and
	Footer	minutes. The file must be in the form of a picture, ie .jpg, Best practice is for
		the logo to have a clear transparent background for cosmetic purposes. The
		size should be between 200 and 300 pixels horizontally.

Section 6: Figure 2

Manage Safety properties specifi	fic to this campus.		
Note: These properties can only	y be saved if the organization is ma	arked as a SUNY Campus, which can be done on the "Camp	ous Properties Common" view for this organization on the SponsoredPrograms stor
Available Safety Offices	S		
Select the four campus safe	ety offices, one for each type	of safety submission.	
Name			
There are no items to display			
Safety Library Select the documents that a	are available when viewing th	ne Safety Library.	
Name	Category	Description	Document
There are no items to display	outegoij		
Ancillary Reviewers			
Select the people who are a	available to be selected as Ar	ncillary Reviewers in the "Manage Ancillary Review	vs" activity:
Name There are no items to display		Organization	
Name There are no items to display Safety Administr		Organization	
Name There are no items to display Safety Administr Campus Safety Adn		Organization	
Name There are no items to display Safety Administr Campus Safety Adn		Organization SS	
Name There are no items to display Safety Administr Campus Safety Adn Campus Specific	rator Email Addre ministrator: Safety Appearan	Organization SS CCE	
Name There are no items to display Safety Administr Campus Safety Adn Campus Specific Safety Campus Log	rator Email Addre ministrator: Safety Appearance go: o is used on Safety s	Organization SS CE specific system generated letters	
Name There are no items to display Safety Administr Campus Safety Adn Campus Specific Cafety Campus Log afety Campus Log	rator Email Addre ministrator: Safety Appearance go: o is used on Safety s Choose File View	Organization SS ce specific system generated letters	
Name There are no items to display Safety Administr Campus Safety Adm Campus Specific Safety Campus Log Safety Campus Log Safety Campus Foo	rator Email Addre ministrator: Safety Appearan go: o is used on Safety s Choose File View oter: ter is used on Safety	Organization SS CC Specific system generated letters O r specific system generated letters	
Name There are no items to display Safety Administr Campus Safety Adn Campus Specific Safety Campus Log Safety Campus Log Safety Campus Foo Safety Campus Foo Safety Campus Foo	rator Email Addre ministrator: Safety Appearance go: o is used on Safety s Choose File View oter: ter is used on Safety Choose File	Organization SS ce specific system generated letters S specific system generated letters	

7. Conflict of Interest (COI) Module Maintenance

Purpose:

The below section describes how to maintain 12 settings for use within the COI module.

- 1. Select Org Management Tab. (See Section 7: Figure 1)
- 2. On the All SUNY Campuses Tab select the campus and then click on Campus Properties COI. (See Section 7: Figure 1)

Section 7: Figure 1

	»	My In	box	Agreements	COI	Grants	SF424 Center	IRB	Org Management	
Edit	Detail	s	Su	mmary						
Ci Ag	ampus F greemer	Properties hts	Org	ganization: 160 Buffa	lo State College					Category: Institution
Ca Ca	ampus F Ol	Properties	-							
Ca Ca	ampus F ommon	Properties	С	ampus Administration	L					
📼 Ca Gr	ampus F rants	Properties								
Ca Gr	ampus P rants Ca	Properties ampus								
Ce IA	ampus F ACUC	Properties								
Ca IR	ampus F RB	Properties								
Ca Se	ampus F afety	Properties								
🗖 De	etail									
🔳 SI	UNY Re	viewers								
Activ	vities									
● su Up	UNY Car pdate	mpus								

1. The Campus Properties COI form will display: Update the below Fields related to the COI Module: (See Section 7: Figure 2)

Fie	ld Name	Field Description
a.	COI Default	Name of the committee that defaults in the meetings function.
	Committee	
b.	Is Training	Determines if the campus uses CITI Integration.
	Integration (CITI)	
	Required?	
с.	COI What to	Campus specific wording that the user will see when processing their annual
	disclose Text	disclosure in COI. <u>https://html-online.com/editor/</u>
d.	COI Intellectual	Campus specific wording that the user will see when in COI. https://html-
	Property Rights	online.com/editor/
	Text	
e.	COI Annual	Campus specific wording, and will appear in the email notification the user
	Disclosure	receives about annual notification on disclosure. <u>https://html-</u>
	Notification Text	online.com/editor/
f.	COI Training	Campus specific wording the user receives while processing their annual
	Integration Text	disclosure if their CITI training is not valid or up to date. User will not be able
		to continue until the issue is rectified. Only needed if the field "Is Training
		Integration (CITI) Required"? is Yes. https://html-online.com/editor/
g.	COI Training and	Campus specific wording, this wording will appear on the training and
	Education Text	education within COI. https://html-online.com/editor/
h.	COI Ancillary	Select individuals to use for "Ancillary Review".
	Reviewers	

i.	COI Campus Logo	The image loaded here will appear in the header of letters, agendas and minutes. The file must be in the form of a picture, ie .jpg, Best practice is for the logo to have a clear transparent background for cosmetic purposes. The size should be between 200 and 300 pixels horizontally.
j.	COI Campus Footer	The image loaded here will appear in the footer of letters, agendas and minutes. The file must be in the form of a picture, ie .jpg, Best practice is for the logo to have a clear transparent background for cosmetic purposes. The size should be between 200 and 300 pixels horizontally.
k.	Annual Certification Name Text	Ability to put a date or information at the end of the disclosure for example 2018-19
١.	30-Day Rule	Yes/No if Yes the discloser has submitted a disclosure within 30 days any research disclosures will be created in administrative state.

Section 7: Figure 2

Campus Properties - COI

<pre>style="text-align: center:"><u>Buffalo State's What to Disclose</u></pre>	
ext	
:p> :p>The following question relates to any outside entities with which you or an immediate family	
nember (defined as an individual's spouse or domestic partner or person in a civil union or	
imilar relationship, dependent children, or any other family members residing in the same lousehold) have relationships outside of this institution. Outside entities include companies.	
ervice providers, non-governmental organizations (NGOs), foundations, competitors, non-	
competitors, and any other for-profit or not-for-profit entities (hereinafter called "companies") vith which you or an immediate family member had a relationship in the previous 12 months, or	
vith which you or an immediate family member anticipate a relationship within this calendar	
ear. br /> strong>Payments or Remuneration - The following is a non- exclusive list of payments that you must disclose if the value is \$5,000 or more:	
 Comparison of the second s	
KI2- or K_1, execution all non-institutional sources, whether or not you received an IRS Form 1099 M 2, or K_1, execution and in the Evaluations helper visit.	, Ť
OI Intellectual Property Rights Text:	
Includes income from royalty payments from the Research Foundation or SUNY or the State University of New York and other forms of payment from successful commercialization of intellectual property rights and interests (i.e., patents and copyrights) iccensed to any commercial entity. This includes payments made directly to you or an mendiate further parts.	^

OI Annual Disclosure Notification Text:	
Annual Investigator Financial Disclosure due by November 1, 2017. The Research Foundation's http://www.fsuny.org/media/RFSUNY/Policies/conflict_of_interest_policy_pol.htm">http://www.fsuny.org/media/RFSUNY/Policies/conflict_of_interest_policy_pol.htm">http://www.fsuny.org/media/RFSUNY/Policies/conflict_of_interest_policy_pol.htm">http://www.fsuny.org/media/RFSUNY/Policies/conflict_of_interest_policy_pol.htm">http://www.fsuny.org/media/RFSUNY/Policies/conflict_of_interest_policy_pol.htm">http://www.fsuny.org/media/RFSUNY/Policies/conflict_of_interest_policy_pol.htm">http://www.fsuny.org/media/RFSUNY/Policies/conflict_of_interest_policy_pol.htm">http://www.fsuny.org/media/RFSUNY/Policies/conflict_of_interest_policy_pol.htm">http://www.fsuny.org/media/RFSUNY/Policies/conflict_of_interest_policy_pol.htm">http://www.fsuny.org/media/RFSUNY/Policies/conflict_of_interest_policy_pol.htm">http://www.fsuny.org/media/RFSUNY/Policies/conflict_of_interest_policy_pol.htm">http://www.fsuny.org/media/RFSUNY/Policies/conflict_of_interest_policy_pol.htm">http://www.fsuny.org/media/RFSUNY/Policies/conflict_of_interest_policy_pol.htm">http://www.fsuny.org/media/RFSUNY/Policies/conflict_of_interest_policy_pol.htm">http://www.fsuny.org/media/RFSUNY/Policies/conflict_of_interest_policy_pol.htm">http://www.fsuny.org/media/RFSUNY/Policies/conflict_of_interest_policy_pol.htm	
OI Training Integration Text:	
<	
OI Training and Education Text:	
cp>Eutratio State requires you to complete a few simple steps in order to be compliant with its policy and federal regulations. The following steps may be completed through the -a heref="http://www.rfsuny.org/information-for/Online-Tools-/SUNY-PACS-Login/">SUNY/RF	
OI Ancillary Reviewers:	
	Organization
Valle	Organization
QI Campus Logo:	
Sed on specific COI related system generated documents Choose File View C OI Campus Footer: sed on specific COI related system generated documents	
sed on specific COI related system generated documents Choose File View C OI Campus Footer: sed on specific COI related system generated documents Choose File View C	
sed on specific COI related system generated documents Choose File View C OI Campus Footer: sed on specific COI related system generated documents Choose File View C nnual Certification Name Text:	
sed on specific COI related system generated documents Choose File View C OI Campus Footer: sed on specific COI related system generated documents Choose File View C nnual Certification Name Text:	
sed on specific COI related system generated documents Choose File View C OI Campus Footer: sed on specific COI related system generated documents Choose File View C nnual Certification Name Text: 30-Dav Rule:	

8. Institutional Animal Care and Use Committee (IACUC) Module Maintenance

Purpose:

The below section describes how to maintain 6 settings for use within the IACUC module.

A. Campus Specific Properties-IACUC

- 1. Select Org Management Tab. (See Section 2: A: Figure 1)
- 2. Click on the campus Name. (See Section 2: A: Figure 1)
- 3. Select Campus Properties IACUC on the left-hand side and then select Click here to edit to go to the compliance store. Then select Campus Properties IACUC to edit. (See Section 8:A: Figure 1)

Section 8: A: Figure 1

	» My li	nbox Agreements	соі	Grants	SF424 Center	IRB	Org Management
Edit D	etails	Summary					
Car Agr	mpus Properties eements	Organization: 160 Buf	falo State College				
Car CO	npus Properties						
Car Cor	mpus Properties	Campus Administratio	n				
Car Gra	mpus Properties ints						
Car Gra	mpus Properties ints Campus	/					
Car IAC	npus Properties						
Car IRB	npus Properties						
Car Saf	mpus Properties ety						
🗖 Det	ail						
🖬 SUI	NY Reviewers						
Activi	ities						
SUN Upd	NY Campus late						

Campus Specific Properties - IACUC

» My Inb	ox Agreements COI Grant	s
Edit Details	Summary	
Campus Properties Agreements	Organization: 160 Buffalo State College	
Campus Properties COI	Details	
Campus Properties Common		
Campus Properties Grants	Organization * Name: 100 Buffalo State College	
Campus Properties	ID: DPT-1492 Category	
Campus Properties IACUC Strains/Species	Institution Parent Organization:	
Campus Properties IRB		
Campus Properties IRB - Funding Sources	Phone Phone: 716.	
Campus Properties Safety	Fax: Address	
COI Properties	Street/PO Box:	
Detail	1300 Elmwood Ave. Buckham Hall B206	
	Duckhum Hun B200	

4. The Campus Properties IACUCI form will display: Update the below Fields related to the IACUC Module: (See Section 8: A: Figure 2)

Fi	eld Name	Field Description
a.	Default IACUC	Name of the default office that was setup for each campus, there is only one
	Office	per campus.
b.	Available IACUC	Not used by RF.
	Offices	
с.	IACUC Library	Documents Used within the IACUC module such as Policies and procedures.
		NOTE: The document Library is shared with IRB and Safety so the list will

		contain all documents and are not segregated by campus, please be careful		
		when selecting documents and review the document description. When we		
		say NOT secure by campus this is only for the Campus Manager view and		
		NOT for the PI's view of the documents.		
d.	Ancillary	cillary Load individual users that will be assigned for ancillary reviews.		
	Reviewers			
e.	P. IACUC Campus The image loaded here will appear in the header of letters, agenda			
	Logo	minutes. The file must be in the form of a picture, ie .jpg, Best practice is for		
		the logo to have a clear transparent background for cosmetic purposes. The		
		size should be between 200 and 300 pixels horizontally.		
f.	IACUC Campus	The image loaded here will appear in the footer of letters, agendas and		
	Footer	oter minutes. The file must be in the form of a picture, ie .jpg, Best practice is		
		the logo to have a clear transparent background for cosmetic purposes. The		
		size should be between 200 and 300 pixels horizontally.		

Section 8: A: Figure 2

Campus Specific Properties - IACUC

Manage IACUC properties specific to this campus.

Note: These properties can only be saved if the organization is marked as a SUNY Campus, which can be done on the "Campus Properties Common" view for this organization on the SponsoredPrograms store.

Default IACUC Office

* Select the default IACUC office that the studies will be assigned to on creation: ---

Available IACUC Offices

Select the IACUC offices that will be available as options when running the 'Assign IACUC' activity.

Name There are no items to display

IACUC Library

Select the documents that are available when viewing the IACUC Library: ---

Description Name Category There are no items to display

Ancillary Reviewers

Select the people who are available to be selected as Ancillary Reviewers in the "Manage Ancillary Reviews" activity:

---Name Organization There are no items to display

Document

Campus Specific IACUC Appearance

IACUC Campus Logo: IACUC Campus Logo is used on IACUC specific system generated letters Choose File

IACUC Campus Footer:

IACUC Campus Footer is used on IACUC specific system generated letters Choose File

B. Campus Properties IACUC-Strains

Purpose:

The below section describes how to select a campus specific list of strains from a SUNY PACS master list.

- 1. Select Org Management Tab. (See Section 2: A: Figure 1)
- 2. Click on the campus Name. (See Section 2: A: Figure 1)
- Select Campus Properties IACUC on the left-hand side and then select Click here to edit to go to the compliance store. Then select Campus Properties IACUC strains/species to edit. (See Section 8: B:Figure 1)

Section 8: B: Figure 1



Campus Specific Properties - IACUC



4. To add campus specific strains, click on Add, then use the Select for the species, then click to FIND and the available strains will appear. Once the Strain is selected click OK. (See Section 8: B: Figure 2)

Section 8: B: Figure 2

ampus IACUC Strains:	
pecies	Strain
here are no items to display	
ampus ACOC Species.	
ommon Namo	Scientific Name
here are no items to display	Scientific Name
elect ClickStrain - Internet Explorer	
lect ClickStrain	
	Find
ecies	
rain	
	OK Cancel
Select ClickStrain - Internet Explorer	OK Cancel
Select ClickStrain - Internet Explorer elect ClickStrain	OK Cancel
Select ClickStrain - Internet Explorer elect ClickStrain	OK Cancel
Select ClickStrain - Internet Explorer elect ClickStrain	OK Cancel
Select ClickStrain - Internet Explorer elect ClickStrain D pecies Mouse	OK Cancel
Select ClickStrain - Internet Explorer elect ClickStrain pecies Mouse	OK Cancel
Select ClickStrain - Internet Explorer elect ClickStrain pecies Mouse train Deselect All	OK Cancel
Select ClickStrain - Internet Explorer elect ClickStrain pecies Mouse train Deselect All Species	OK Cancel
Select ClickStrain - Internet Explorer elect ClickStrain pecies Mouse pecies Mouse Deselect All Species Mouse	OK Cancel
Select ClickStrain - Internet Explorer elect ClickStrain pecies Mouse pecies Mouse Deselect All Species Mouse Mouse Mouse	OK Cancel Image: Concel Image: Concel Image: Concel I
Select ClickStrain - Internet Explorer elect ClickStrain pecies Mouse rrain Deselect All Species Mouse Mouse Mouse Mouse Mouse	OK Cancel Image: Strain Image: Strain NOD.CB17 C57BL/6 CBySmn.CB17
Select ClickStrain - Internet Explorer elect ClickStrain pecies Mouse train Descelect All Species Mouse Mouse Mouse Mouse Mouse Mouse Mouse	OK Cancel Image: Concel Image: Concel Image: Concel I
Select ClickStrain - Internet Explorer elect ClickStrain pecies Mouse	OK Cancel Image: Concel Image: Concel
Select ClickStrain - Internet Explorer elect ClickStrain pecies Mouse pecies Mouse	OK Cancel Image: Cancel Image: Cancel Image: Cancel Im

5. To add campus specific species, click on Add, then Select the species, click OK. (See Section 8: B: Figure 3)

Section 8: B: Figure 2

Select One or More Species - Internet Explor					
Select One or More Species					
Filter by Common Name	•	Go Clear Adva			
Deselect All					
	🕪 1-25 of 200				
Common Name	▲ Scientific Name	USDA-Covered Species			
Wood Duck	Aix sponsa	no			
Blueback Herring	Alosa aestivalis	no			
Alewife	Alosa pseudoharengus	no			
American Shad	Alosa sapidissima	no			
Rock Bass	Ambloplites rupestris	no			
White Catfish	Ameiurus catus	no			
Yellow Bullhead	Ameiurus natalis	no			
Brown Bullhead	Ameiurus nebulosus	no			
Bowfin	Amia calva	no			
Northern Pintail	Anas acuta	no			
American Wigeon	Anas americana	no			
Northern Shoveler	Apas shipsots ▲ 1-25 of 200 ► ►	20			
		OK Can			
<		>			