

**Click IACUC Training Agenda for the**

**University at Buffalo**

Day 1: January 10th, 2017

Start Time: 9:00 am

End Time: 5:00 pm

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| Time | Topic | Includes… |
| 8:30 AM | Breakfast |  |
| 9:00 AM | Click IACUC Overview | Major components of Click IACUC, Roles, Research Team, Submissions, Meetings, Concerns, Inspections, Training |
| 9:30 AM | Navigating Click IACUC | Inbox, IACUC tabs, links |
| 10:15 AM | Break |  |
| 10:45 AM | IACUC Building Blocks | Research Team Workspace, Standard and Team Substances, Standard and Team Procedures, Protocols |
| 12:00 PM | Building Block Workspaces | Summary Section, Tabs, Activities |
| 12:30 PM | Lunch |  |
| 1:00 PM | Protocol Submission: Designated Member Review | Pre review, vet consult, reviewer notes, clarifications, reviewer assignment, designated member review |
| 2:15 PM | Break |  |
| 2:30 PM | Protocol Submission: Full Committee Review | Ancillary Review, Committee meetings, meeting agenda, committee feedback, determination, post review |
| 4:30 PM | Q&A |  |

Day 2: January 11th, 2017

Start Time: 9:00 am

End Time: 4:00 pm

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| Time | Topic | Includes… |
| 8:30 AM | Breakfast |  |
| 9:00 AM | Day 1 Review |  |
| 9:15 AM | Submitting Follow-on Submissions | Annual Reviews, Triennial Reviews, Amendments, Administrative Approval |
| 10:45 AM | Break |  |
| 11:00 AM | Facilities, Concerns and Inspections | Rooms, Building, Concerns, Inspections |
| 12:30 PM | Lunch |  |
| 1:00 PM | Training Records | Courses, updating completion records, Display of training data |
| 1:30 PM | Other Key Activities | Managing Departures, Manage Related Safety Records, Update Animal Counts |
| 2:15 PM | Running Reports | Standard Reports |
| 2:45 PM | IACUC Settings |  |
| 3:30 PM | Day 2 Review and Q&A |  |