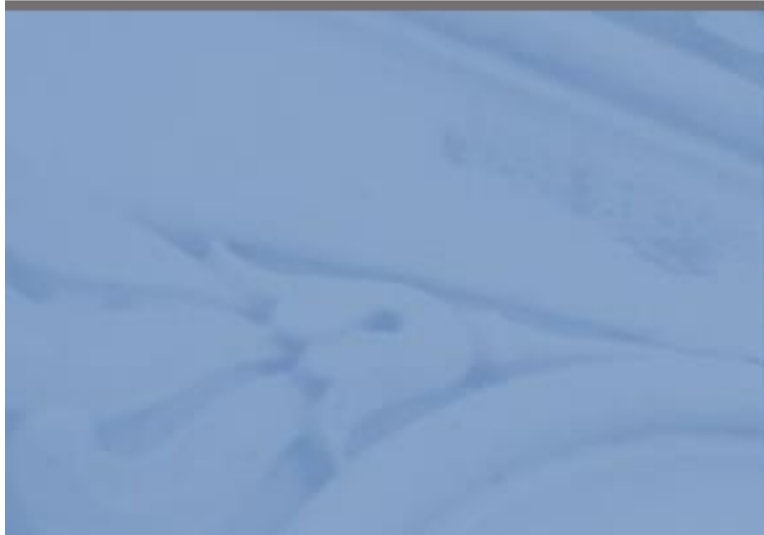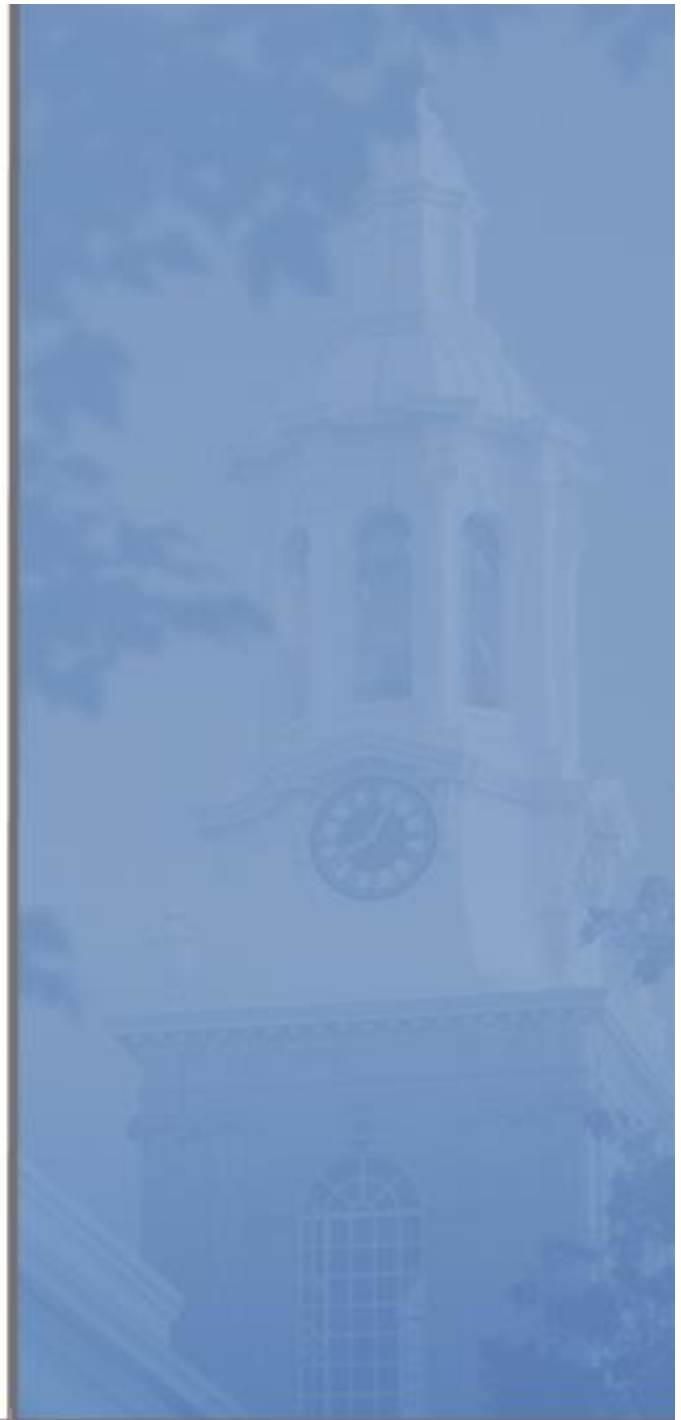# Click IACUC

Researcher's Quick Reference

February 2018

University at Buffalo
The State University of New York

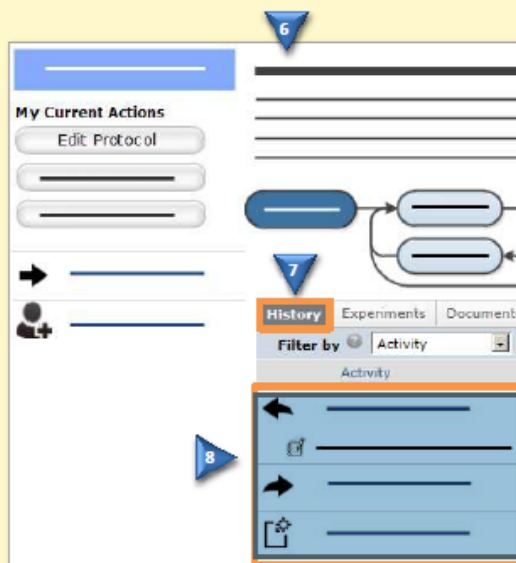*Page left intentionally blank*
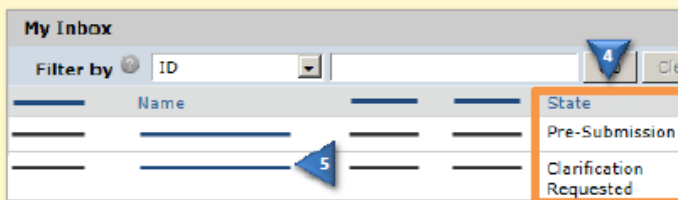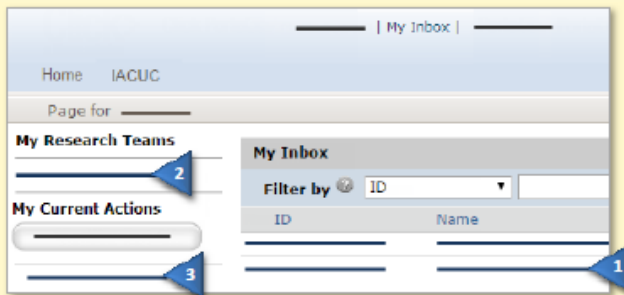
Click IACUC – Researcher's Quick Reference

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Navigation and Basic Tasks

When you first log in, you will be on the My Inbox page.
This topic lists where to find submissions and the basic tasks you will perform.

Where Do I Find?

From **My Inbox**, you can find:

1. *Submissions* that require you to take action.

2. Your *Research Teams*.

3. *Actions* that you can perform (e.g., **Create a Protocol**).

What Do I Do?

4. Review the **State** of submissions in **My Inbox**. The state provides a clue as to what to do next. For example, **Pre-Submission** means you haven't submitted the protocol for review.

Open a Submission

5. From **My Inbox**, click the submission's **Name**.

6. The submission's Workspace will open.

View History

7. From the submission Workspace, click the **History** tab.

8. The **History** tab lists all the activities taken on a submission including any comments, attachments, or correspondence added.

Find Previous Submissions

9. On the left, click **Submissions**.

10. Click the appropriate tab to see your submissions:

    - **In-Review** - All submissions undergoing IACUC review

    - **Active** - All approved submissions

    - **Archived** - All discarded and closed submissions

    - **All Submissions** - All submissions, in any state

Filter Data

Many pages contain tables that you can filter to show specific data.

11. Select the column to filter by.

12. Type the beginning characters for the items you want to find. You can also type a % symbol as a wildcard before the characters. Examples:

    - 71 shows all items beginning with 71

    - %71 shows all items containing 71

13. For operators you can type in the text box, click the **Help** icon.

14. Click **Go** to apply the filter.

15. To combine multiple filter criteria, click **Advanced** and then click **Add Another Row.**
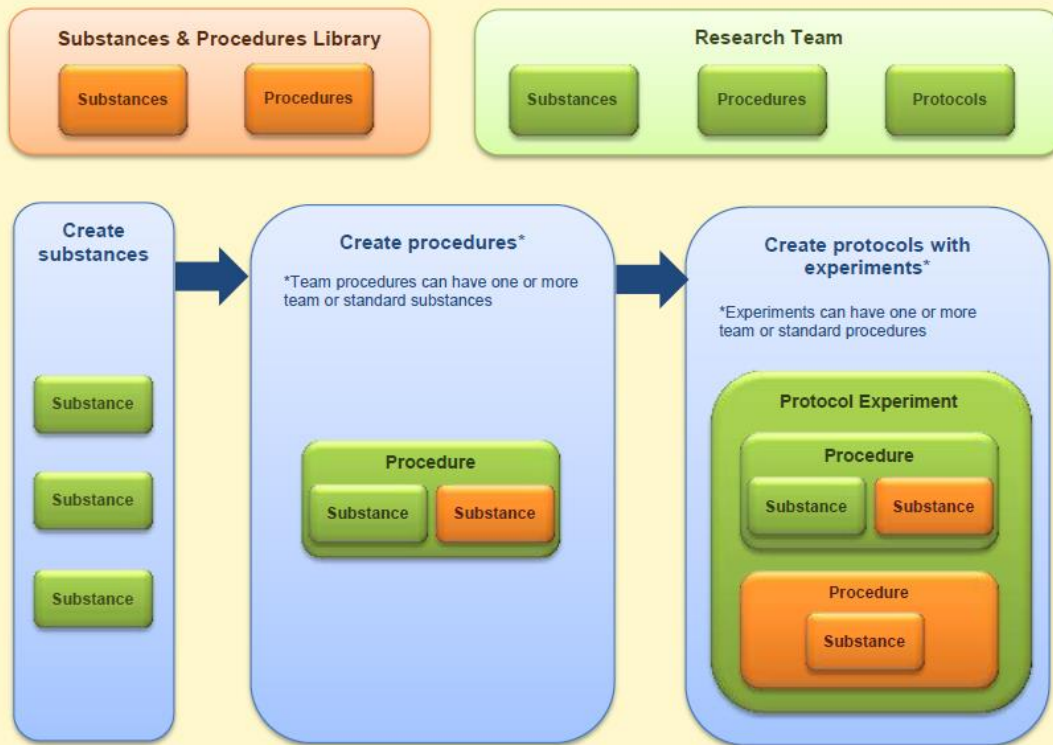
Before You Create a Protocol

Plan out your protocol:

☐ Summarize the research (science), reasons for performing the research, and potential scientific benefits from it.

☐ Determine which individual researchers will need to be listed on your protocol.

☐ Determine the experiments you will perform and the number of animals required.

☐ Determine the specific procedures and substances required for your experiments.

☐ Identify any supporting documents to include in your protocol, such as experimental flowcharts, literature citations, grant applications, and other information explaining or justifying your research.

Set up building blocks:

The diagram below shows the concept of building blocks. Once they are set up, you can create your protocol.

☐ Create a research team for the substances, procedures, and protocols you will create.

☐ Check the IACUC standard library for the procedures and substances required for your protocol experiments (see Check for Building Blocks). If they are not in the library:

    o Create the missing substances

    o Create the missing procedures

Create a Research Team

As a member of a research team, you can create substances, procedures, and protocols for your team. When you create a protocol, your research team members appear on the protocol by default.
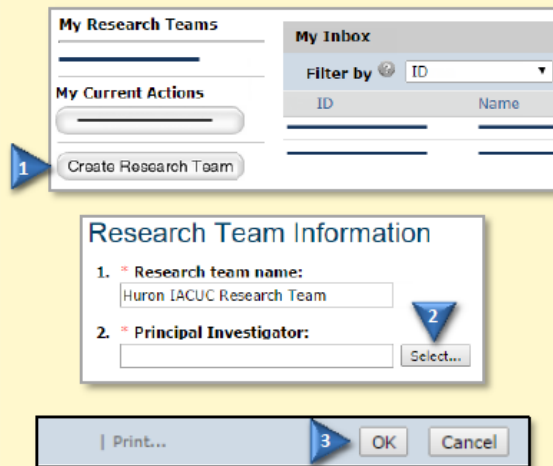
Create a Research Team

1. From **My Inbox**, click **Create Research Team**.

2. Type a name for the research team and select the team's PI.

   NOTE: If you are not the PI, add yourself as a team member if you will create any team procedures and substances.

3. Complete the rest of the page, and then click the **OK** button.

   You are taken to the Research Team Workspace page.

Check for Existing Building Blocks

Check the system to see if there are IACUC standard building blocks that you can use in your protocols.
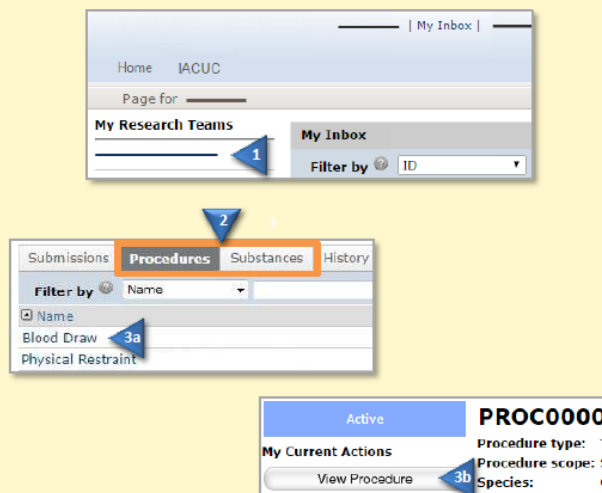
Check for Building Blocks
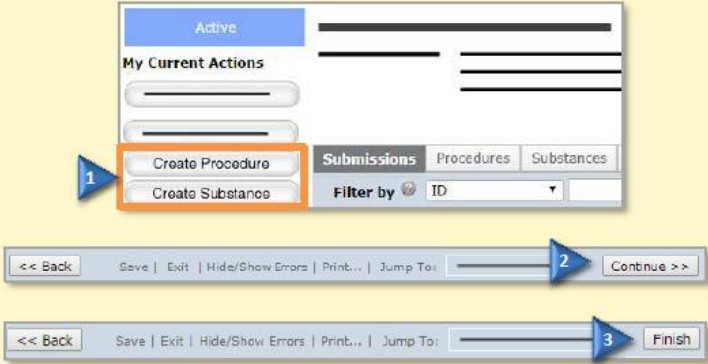
1. From **My Inbox**, click your research team on the left.

2. In the research team Workspace, click the **Procedures** tab and check for the procedures you need. Do the same for substances (on the **Substances** tab). If missing, see Create Building Blocks.

3. If the building block exists, review its details:
   a. On the **Procedures** or **Substances** tab, click the item name.
   b. In the item's Workspace, click **View Procedure** or **View Substance**.
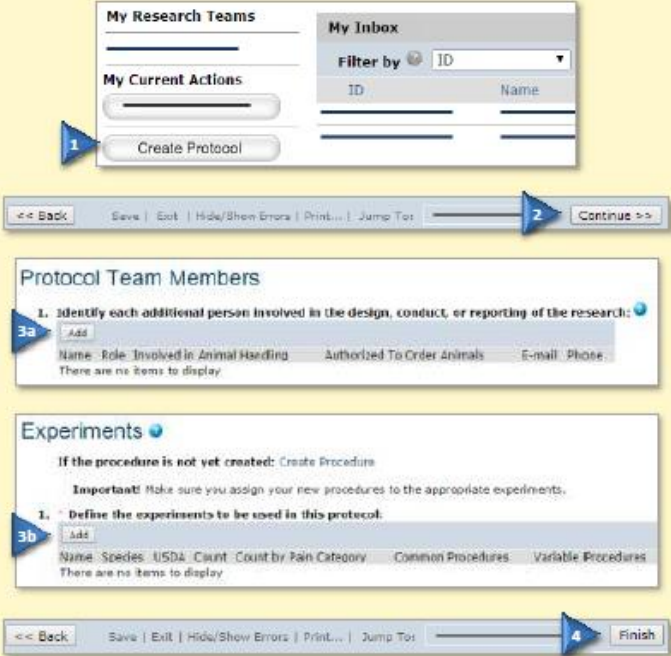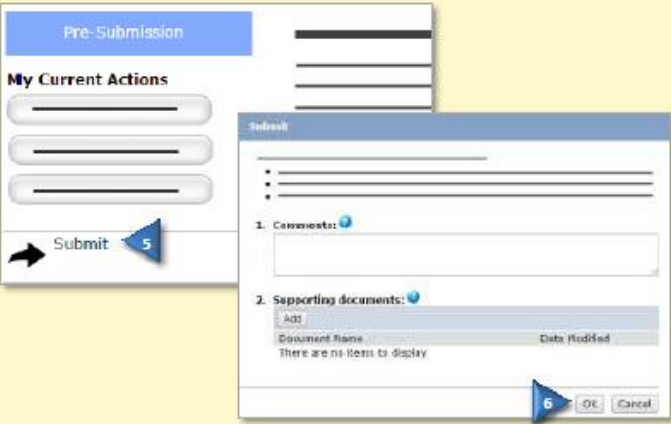
Create Building Blocks

After you have checked the system for IACUC standard building blocks, create any that are required for your protocols.

Create a Substance or Procedure

1. From the research team Workspace, click **Create Substance** or **Create Procedure**.

   NOTE: Create the substances you will use in your procedures <u>before</u> creating the procedures.

2. Complete the pages. If more than one page exists, click **Continue** to move to the next page.

3. When done, click **Finish**.

   You are taken to the research team's substance or procedure Workspace page.

Create and Submit a Protocol

Once all the building blocks are set up, you are ready to create your protocol.

Create a Protocol

1. From the research team Workspace or **My Inbox**, click **Create Protocol**.

2. Complete the pages. Click **Continue** to move to the next page.

3. Pay attention to the following pages:

   a. **Protocol Team Members** – Add each person who will be included on the protocol. Do not add the PI here.

   b. **Experiments** – When you add an experiment, select the procedures that apply to all animals (common procedures) and those that apply to some animals or are used differently across animals (variable procedures).

4. On the final page, click **Finish**.

   You are taken to the protocol's Workspace page. You can continue to edit the protocol (**Edit Protocol** button) until you submit it for review.

Submit a Protocol for Review

5. From the protocol Workspace, click **Submit**.

6. Click **OK** to agree to the statement and submit the protocol for review.

Respond to Reviewer Requests

If a reviewer has questions or requires you to change your submission, you will receive an email notification alerting you.
Review the request details, make changes as needed, and respond to the request.
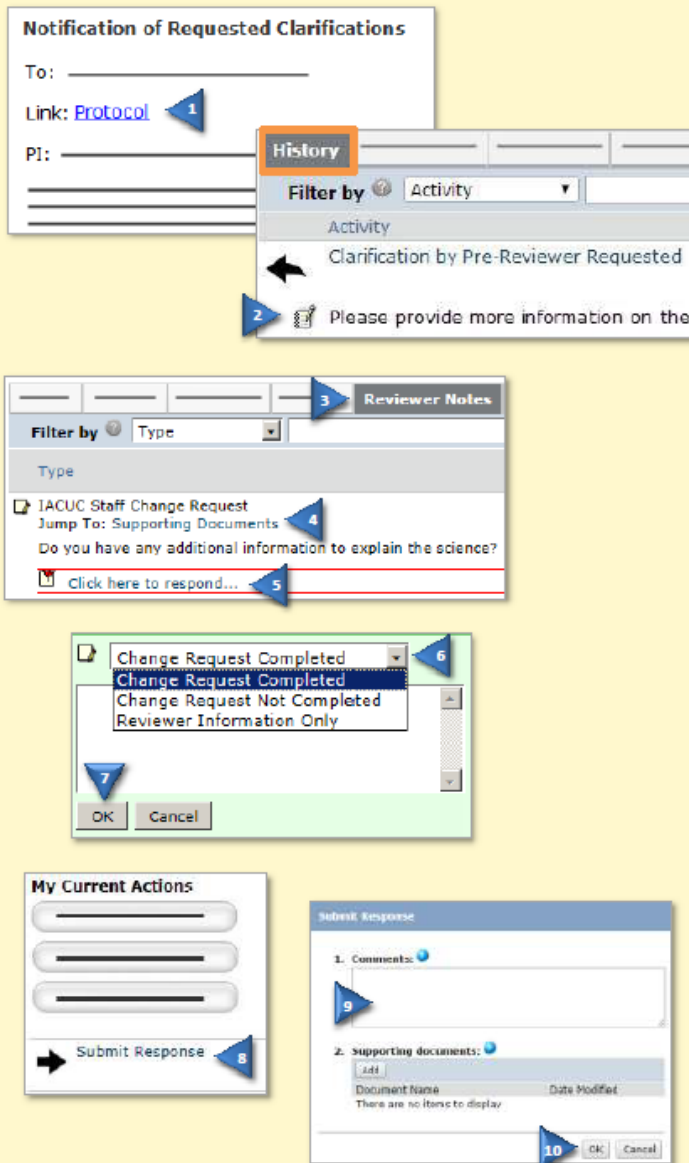
Review the Request Details

1. Click the link within the email notification to open the submission.

   If you no longer have the email, see Open a Submission and then View History to see reviewer comments.

2. On the **History** tab, find the "Clarification by… Requested" activity and read the comments.

3. If the reviewer added notes, click the **Reviewer Notes** tab and go to Respond to Reviewer Notes. If not, go to Submit a Response.

Respond to Reviewer Notes

For each reviewer note that requires a response:

4. To edit the protocol in response to the reviewer note, click the **Jump To:** link.

5. From the protocol page or the **Reviewer Notes** tab, click the **Click here to respond** link.

6. Select a response and explain your response in the text box.

7. Click **OK**. If on a protocol page, **Exit** the protocol when done. Go to Submit a Response.

Submit a Response

8. On the protocol Workspace, click **Submit Response**.

9. In the **Comments** box, explain your response to the reviewer.

10. Click **OK**.

Create and Submit a Follow-On Submission

Follow-on submissions are submissions which may be created only after the protocol has been approved.
These include amendments, annual reviews, and triennial reviews.

| My Inbox |

Home   IACUC

Page for ____

My Research Teams

My Inbox

Filter by ⓘ ID ▼

1 ____

My Inbox

Filter by ⓘ ID ▼ ____ [Go]

Name   State

2 ____   Approved

____   Pre-Review

Approved

My Current Actions

____
____
____

Create Annual Review

3 Create Triennial Review

Create Amendment

<< Back   Save | Exit | Hide/Show Errors | Print... | Jump To: ____ **4** Continue >>

<< Back   Save Exit Hide/Show Errors | Print... | Jump To: ____ **5** Finish

Pre-Submission

My Current Actions

____
____
____

→ Submit **6**

Submit

:____
:____
:____

1. Comments: ⓘ
____

2. Supporting documents: ⓘ
[Add]
Document Name   Date Modified
There are no items to display

7 [OK] [Cancel]

Create a Follow-On Submission

1. From **My Inbox**, click the research team on the left.

2. Select the **Name** of the approved protocol.

3. On the left, click the appropriate **Create…** button.

4. Complete the pages. Click **Continue** to move to the next page.

5. When done, click **Exit** and save your changes, or click **Finish** on the final page.

    You are taken to the submission's Workspace page. You can continue to edit the submission (**Edit…** button) until you submit it for review.

Submit a Follow-On Submission for Review

6. From the follow-on submission's Workspace page, click **Submit**.

7. Click **OK** to agree to the statement and submit it for review.