

Click Portal
IACUC Module
Training Exercises

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University at Buffalo
The State University of New York

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IACUC Module Training Exercises

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Logins Required for Exercises

You will be assigned users that you will log in as to perform the training exercises. For example, if you are assigned the number 1, for exercises that require you to log in as the Principal Investigator, you log in as pi1.

Role/User	User Name	Password
Principal Investigator	pi1 - pi15	1234
IACUC Director	iacucd1 - iacucd15	1234
IACUC Coordinator	iacucc1 - iacucc15	1234
IACUC Committee Member	iacuccomm1 - iacuccomm15	1234
IACUC Veterinarian	iacucvet1-iacucvet15	1234
IACUC Inspector	iacucinspector1 - iacucinspector15	1234
Ancillary Reviewer	anc1 - anc15	1234
Training Coordinator	training1 - training15	1234


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Navigation Exercises

Exercise 1: Log into the Click IACUC Module	
Steps	Questions
<p>Go to: https://pacs-stg.acsu.buffalo.edu/SponsoredPrograms/login</p> <ol style="list-style-type: none"> 1. Log in as the <i>Principal Investigator</i> with the number you were assigned. 2. Click Login. 	
Exercise 2: Explore the Inbox	
Steps	Questions
<ol style="list-style-type: none"> 1. Click the Compliance Tasks tab. 2. From this tab you will see a list of all tasks (e.g., IRB/IACUC studies, Safety protocols, etc.) that are in your <i>Principal Investigator's</i> queue, and will be able to sort through them by clicking the column headings, or using the Filter by options. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>NOTE: New Protocol ID numbers will always begin with PROTO, amendments with AMEND, triennial reviews with TR, and annual reviews with AR.</p> </div> 3. Click on the Name of any protocol to open it. 4. Click My Inbox (on the upper right) to return to the Inbox. 	<p>What is the difference between the Compliance and SPO Tasks tabs?</p>
Exercise 3: Explore Submissions	
Steps	Questions
<ol style="list-style-type: none"> 1. In the navigation menu, click the IACUC tab to go to the module. 2. On the Research Teams tab, you will see a list of all teams that the <i>Principal Investigator</i> is a member of. 3. From the All Submissions tab, you will see a list of all submissions that are in your <i>Principal Investigator's</i> queue. 	<p>On which tab can you find the following information?</p> <ul style="list-style-type: none"> • All studies created by the PI? • Studies that have been submitted for review? • Studies that have been approved?

<p>4. The additional tabs will show the studies separated by state:</p> <ul style="list-style-type: none"> • Active - Submissions that have been approved by the IACUC. • Archived - Submissions that have been discarded, expired, or closed. 	
<p>5. Click the Help Center link to see the types of user assistance available to you.</p>	<p>What guides are available in the Help Center?</p>
<p>6. Click the Concerns link to view concerns and deficiencies related to the <i>Principal Investigator's</i> protocol(s) that have been entered into the system by the <i>IACUC Office</i>.</p>	
<p>7. Click the Reports link to see the types of reports available.</p>	<p>What types of reports are available on the Standard and Custom Reports tabs?</p>
<p>8. Click the Library link to see what resource documents are available for the studies.</p>	<p>What kind of information can you access from the Library?</p>
<p>9. Click the My Inbox link (at the left, or top right) to return to the Inbox.</p>	
<p>Exercise 4: Explore the Protocol Workspace</p>	
<p>Steps</p>	<p>Questions</p>
<p>1. From the Compliance Tasks tab in the Inbox, click the Name of a protocol to open it. Review the summary section at the top of the page</p> <div data-bbox="272 1717 899 1793" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>NOTE: Protocol ID numbers begin with the prefix PROTO.</p> </div>	<p>When you first open a protocol:</p> <ul style="list-style-type: none"> • What state is the protocol in? • Who is the Principal Investigator?

	<ul style="list-style-type: none"> • What type of submission (new, amendment, etc.) is this?
<p>2. On the History tab, review the activities that have already occurred for this protocol.</p>	<p>When was this protocol created and by whom?</p>
<p>3. Click the other tabs to see the types of information available.</p>	<p>On which tab can you find the following information:</p> <ul style="list-style-type: none"> • Concerns related to this protocol? • Documents attached to the protocol? • Experiments included in the protocol? • Team members assigned to the protocol? • Snapshots of the protocol when it is approved? • Reviews the protocol has gone through? • Training for each protocol team member? • All changes made to the protocol, including the before and after values?

Exercise 5: Explore the SmartForm Pages	
Steps	Questions
<ol style="list-style-type: none">1. From the Protocol workspace, click the View (or Edit) Protocol button.2. On the navigation bar (at the top or bottom), click the Jump To: drop-down menu to see the list of pages making up the protocol. <div data-bbox="276 583 901 682" style="border: 1px solid black; padding: 5px; margin: 10px 0;"><p>NOTE: Protocols may contain different numbers of pages, dependent upon responses to certain questions within the SmartForms.</p></div>3. On the navigation bar, click the Continue button to move through all the pages.4. On the last page, click Finish to return to the Protocol workspace.5. Click My Inbox to return to the Inbox.	

Pre-Submission (Building Blocks) Exercises

Exercise 6: Create a Research Team

Steps

You should still be logged in as the *Principal Investigator* from the previous exercises.

1. On the left side of the **Inbox**, click the **IACUC** link to expand the menu. Then click the **Submissions** link.
2. On the **Research Teams** tab, notice the research teams your *Principal Investigator* already belongs to.
3. Click the **Create Research Team** button.
4. Complete the page by entering the following information:

- **Research team name:** *Respiratory Infections Research* - <Your Name or Initials>.
- **Principal Investigator:** Click **Select** and choose your assigned *PI* from the list. Click **OK**.

NOTE: Filter by the first or last name to find your assigned *Principal Investigator*.

- **Team members:** Click **Add** and select another *PI* (pi1, pi2, etc.) to be a team member on your **Research Team**. Answer the remaining questions about the team member as you like. Click **OK**.

NOTE: Take note of the *PI* you selected as the team member for a future exercise.

- **Team default species:** Click the **Select** button, choose **Mouse**, and then click **OK**.

5. When done, click **OK**. You will be on your Research Team's workspace.

NOTE: The state of your research team is **Active**.

Exercise 7: Create a Team Substance

Steps

You should still be logged in as the *Principal Investigator* from the previous exercise, and on your Research Team's workspace.

6. Click the **Create Substance** button.
7. Complete the page by entering the following information:
 - **Name:** *Respiratory Mycoplasmosis Virus*
 - **Substance types:** *Virus*

- **Is this a hazardous agent:** *No*

8. When done, click **Finish**. You will return to your Research Team's workspace.
9. Verify that the substance you just created appears on the **Substances** tab for your research team. The substance created is a '**Team**' substance.

NOTE: From the **Substances** tab, you can click the **Substance Name** to open the Substance workspace and edit the **Substance**.

Exercise 8: Create a Team Procedure

Steps

You should still be logged in as the *Principal Investigator* from the previous exercise, and on your Research Team's workspace.

1. Click the **Create Procedure** button.
2. Complete the **SmartForms** by entering the information for each of the pages listed below.

Click the **Continue** button to save your work and move to the next page within the **SmartForms**.

Procedure Identification Page

1. **Name of the procedure:** *Administer RM Virus*
2. **Select procedure type:** *Substance Administration*
3. **Species:** *Mouse*
4. **Will administering this procedure cause more than momentary pain...:** *No*

Substance Administration Page

1. **Substances:** Click **Add** and then enter the following information. Click **OK** when done.
 - **Substance:** Select the substance you created in the previous exercise.
 - **Route:** *Intravenous*
 - **Dose:** *10⁵ PFU*
 - **Frequency of dosage:** *5*
 - **Concentration:** *40ul*
 - **Will you be using a pharmaceutical grade...:** *Yes*

2. Description of the administration procedure:

NOTE: Save time by cutting and pasting text from this document to the **SmartForm** page.

Frequency and duration of observation: On the day of administration, mice will be monitored until recovery from anesthesia. Mice will be monitored at day 1 post administration, and every 7 days thereafter.

Personnel who will monitor the animal: approved staff from Lindell laboratory

Action taken if adverse event occurs: Mice with mild respiratory distress/BCS <3 will be noted on cage cards, and moist chow and nestlets will be added to cages. Mice exhibiting severe respiratory distress/BCS 1 at the next monitoring point (or sooner, as recommended by OAC or AV) will be euthanized, or animal care staff (and if necessary, AV) will be consulted by the Lindell lab.

3. Describe any anticipated adverse reactions...: Weight loss <5%.

Procedure Documents Page

1. **Supporting documents:** (Optional) You can add a document if desired. Ensure the document does not contain any personal or sensitive information.
3. When done, click **Finish**. You will return to your Research Team's workspace.
4. Verify that the procedure you just created appears on the **Procedures** tab for your **Research Team**. The procedure created is a '**Team**' procedure.

NOTE: From the **Procedures** tab, you can click the **Procedure Name** to open the Procedure workspace and edit the **Procedure**.

Exercise 9: Copy a Procedure

Steps

You should still be logged in as the *Principal Investigator* from the previous exercise, and on your Research Team's workspace.

1. From your Research Team's workspace, click the **Procedures** tab.
2. Locate the **Procedure** you just created. Under the **Execute Activity** column, click the **Actions** down arrow for that procedure and select **Copy Procedure**.
3. Type a new **Name** for the **Procedure**.

4. Select the **Research Team** you created to copy it to.
5. Verify that the copied **Procedure** appears on the **Procedures** tab for your **Research Team**.

NOTE: If you don't see the copied **Procedure**, refresh your web browser.

Exercise 10: Create a Protocol

Steps

You should still be logged in as the *Principal Investigator* from the previous exercise, and on your Research Team's workspace.

1. Click the **Create Protocol** button.
2. Complete the pages by entering the information provided in the *Sample IACUC Protocol* document.

NOTE: Save time by cutting and pasting text from the *Sample IACUC Protocol* document to the protocol **SmartForm** pages.

Take note of the following:

1. On the **Basic Information** page, be sure to select the **Research Team** you created and your assigned *PI* in the appropriate fields.
2. In instances where you are not provided with specific data to enter on a page or in a field, feel free to add your own data.
3. Click the **Continue** button to save your work and move to the next page within the **SmartForms**.
4. When you get to the last page of the **SmartForms**, click the **Hide/Show Errors** option on the navigation bar to check for errors.
 - If an error appears on the **Error/Warning Messages** pane, click the **Jump To:** link and update any required fields that were missed. Then go to the last page and click **Finish**.
 - If there are no errors, on the last page, click **Finish**.

Exercise 11: Submit a Protocol to Review

Steps

You should still be logged in as the *Principal Investigator* from the previous exercise.

1. On the Protocol workspace, click **Submit** on the left.

2. Read the statement and then click **OK** to submit the protocol for review.

NOTE: The protocol can be removed from review by clicking **Withdraw** on the left. This action will discontinue the review of the protocol.

3. The protocol moves to the **Pre-Review** state.

NOTE: The protocol that was created in this exercise will be the one you will move through the workflow in the following exercises.

4. Log off the Click Portal, and completely close your web browser.



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Pre-Review Exercises

Exercise 12: Assign a Coordinator	
Steps	
<ol style="list-style-type: none"> 1. Log in as your assigned <i>IACUC Coordinator</i>. 2. From My Inbox, click on the Name of the protocol your <i>PI</i> created. 3. From the Protocol workspace, click Assign Coordinator on the left. 4. Select your <i>IACUC Coordinator</i> from the list. 5. Click OK, and then click OK again. <p>The protocol does not change states. It is still in the Pre-Review state, and will now appear in your assigned <i>IACUC Coordinator's</i> Inbox.</p>	
Exercise 13: Review the Protocol	
Steps	Questions
<p>You should still be logged in as the <i>IACUC Coordinator</i> assigned to your protocol from the previous exercise and on the Protocol workspace.</p> <ol style="list-style-type: none"> 1. From the Protocol workspace, click the Edit Protocol button. 2. Use the Continue/Back and Jump To: options to move through the SmartForm pages. 3. To view documents submitted as part of the protocol: <ul style="list-style-type: none"> • Click the Name of each document when you encounter them on the various SmartForms • In the Protocol workspace, click the Documents tab to see all of the files listed in one place. 4. Click Finish on the last page to return to the Protocol workspace (or click Exit in the navigation bar). <p>The protocol does not change states.</p>	<ul style="list-style-type: none"> • What areas in the workspace will you look at as part of your review? • How do you determine what reviews are required (Vet Consult, Designated Member Review, IACUC Committee Review)?

Exercise 14: Add Reviewer Notes/Request Clarification

Steps

This exercise goes through adding Reviewer Notes to a protocol during IACUC Pre-Review. If an *IACUC Coordinator* has general comments about the protocol, rather than a comment or question about a particular protocol page, the *IACUC Coordinator* would begin at step #7 in this exercise.

You should still be logged in as the *IACUC Coordinator* and on the Protocol workspace.

1. From the Protocol workspace, click the **Edit Protocol** button.
2. Navigate to any page in the protocol where you want to add a comment and click **Add** on the **Reviewer Note** bar at the top of the **SmartForm** page.
3. Select **IACUC Draft Reviewer Note (response required)** from the **Type** list.
4. In the **Note** box, type a request to the *PI* to update something on that page. Click **OK**. Your request appears at the top of the page.
5. Add another **Reviewer Note** to a different protocol page.
6. On the protocol navigation bar, click **Exit** to exit the protocol.

NOTE: The **Reviewer Notes** that you just added appear on the **Reviewer Notes** tab on the Protocol workspace.

7. To send the protocol (with the **Reviewer Notes**) to the *PI*, click **Request Clarification by Pre-Reviewer** on the left.
8. In the text box, type “See the Reviewer Notes” or some other general comment and then click **OK**.
9. Verify that the **Reviewer Notes** appear on the **Reviewer Notes** tab of the Protocol workspace.
10. Log off the Click Portal, and completely close your web browser.

The protocol has moved to the **Clarification Requested (Pre-Review)** state; it will appear in the *Principal Investigator’s Inbox*.

Exercise 15: Respond to a Reviewer Request

Steps

1. Log in as your assigned *Principal Investigator*.
2. From **My Inbox**, click on the **Name** of the protocol your *PI* created.

3. On the **History** tab, find the “**Clarification by...**” activity and the comments you added in the previous exercise.
4. Click the **Reviewer Notes** tab.
5. For the first **Reviewer Note**, click the **Jump To:** link to go to the protocol page with the **Reviewer Note**.

NOTE: If no changes are necessary, the *PI* could simply respond to the **Reviewer Note** from the **Reviewer Notes** tab.

6. Change a response to one of the questions on the protocol page, and **Save** your changes. Then, click the “**Click here to respond...**” link for the **Reviewer Note** at the top of the page.
7. Select “**Change Request Completed**” from the list and type a response in the text box, such as, “I made the change you requested.” Click **OK**.
8. On the **Reviewer Note** navigation bar, click either **Next** or **Previous** to go to the other **Reviewer Note**.
9. Repeat steps 6 and 7 above to address the second **Reviewer Note**.
10. On the protocol navigation bar, click **Save** and then **Exit** to return to the Protocol workspace.
11. From the Protocol workspace, click **Submit Response** on the left.
12. In the **Submit Response** window, click **OK**.
13. Log off the Click Portal, and completely close your web browser.

The protocol has moved back to the **Pre-Review** state; it will appear in the assigned *IACUC Coordinator’s Inbox*.

Exercise 16: Send Protocol for Vet Consult

Steps

1. Log in as your assigned *IACUC Coordinator*.
2. From **My Inbox**, click on the **Name** of the protocol your *PI* created.
3. From the Protocol workspace, click **Send for Vet Consult** on the left.
4. Select your assigned *IACUC Veterinarian* from the list.
5. Click **OK**, and then click **OK** again.

6. Log off the Click Portal, and completely close your web browser.

The protocol has moved to the **Vet Consult** state; it will appear in the assigned *IACUC Veterinarian's Inbox*.

Exercise 17: Submit Vet Consult (with Reviewer Notes)

Steps

1. Log in as your assigned *IACUC Veterinarian*.
2. From **My Inbox**, click on the **Name** of the protocol your *PI* created.
3. Click **View Protocol** on the left.
4. Navigate to any page in the protocol where you want to add a **Reviewer Note** and click **Add** on the **Reviewer Note** bar.
5. Select **Veterinarian Draft Change Request (response required)** from the **Type** list.
6. In the **Note** box, type a request to the *PI* to update something on that page. Click **OK**. Your request appears at the top of the page.
7. On the protocol navigation bar, click **Exit** to exit the protocol.
8. From the Protocol workspace, click **Submit Vet Consult** on the left.
9. Select **Yes** to accept the submission and then click **OK**.
10. Log off the Click Portal, and completely close your web browser.

The protocol has moved back to the **Pre-Review** state; it will appear in the assigned *IACUC Coordinator's Inbox*.

At this point, if desired, the *IACUC Coordinator* could add additional Pre-Review Reviewer Notes to the protocol and then send the protocol to the *PI* with both the *IACUC Veterinarian's* and the *IACUC Coordinator's* Reviewer Notes for the protocol team to address. See [Request Clarifications](#).

Exercise 18: Respond to Vet Reviewer Notes

Steps

This exercise assumes that the *IACUC Coordinator* will make the change(s) requested by the *IACUC Veterinarian*. In reality, the *PI* will be the one who makes these changes and resubmits the protocol for IACUC review, however the methods for making the changes are the same.

1. Log in as your assigned *IACUC Coordinator*.
2. From **My Inbox**, click on the **Name** of the protocol your *PI* created.
3. Click the **Reviewer Notes** tab to review the **Reviewer Note** added by the *IACUC Veterinarian*.
4. On the **Reviewer Notes** tab, click the **Jump To:** link for the **Reviewer Note** to go to the protocol page.
5. Update the protocol page as necessary, and then **Save** your changes.
6. Click **Exit** to return to the Protocol workspace.

Exercise 19: Submit a Pre-Review Decision

Steps

After all the **Reviewer Notes** (that require a response) and clarification requests have been addressed, the *IACUC Coordinator* will advance this protocol in the review process.

You should still be logged in as the *IACUC Coordinator* assigned to your protocol from the previous exercise and on the Protocol workspace.

1. From the Protocol workspace, click **Submit Pre-Review** on the left.
2. Select the **IACUC - Training** committee.
3. For question 2, do one of the following as directed by the instructor:
 - To move the protocol to **Full Committee Review**, select **Yes**.
 - To move the protocol to **Designated Member Review**, select **No**.

NOTE: Selecting **No** moves the protocol to the **Grace Period** state so *IACUC Committee Members* can review it and determine whether it should go to **Full Committee Review**. The **Grace Period** state lasts 3 days.

If an *IACUC Committee Member* does not indicate that it should go to **Full Committee Review**, it will be assigned to a *Designated Member* to review.

4. For question 6, select **Yes** to indicate that you are ready to submit the **Pre-Review** decision.
5. Click **OK**.

The protocol has moved to either the **Meeting Assignment** or **Grace Period** state; it will remain in the *IACUC Coordinator's Inbox*.



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Ancillary Review Exercises

Exercise 20: Set Up Ancillary Reviews

Steps

You should still be logged in as the *IACUC Coordinator* from the previous exercise.

1. In the navigation menu, click the **IACUC** tab to go to the module.
2. On the **In Review** tab, click on the **Name** of the protocol your *PI* created.
3. From the Protocol Workspace, click **Manage Ancillary Reviews** on the left.
4. Click the **Select** button to add an *Ancillary Reviewer*.
5. Click the **Select** button for **Person** and select your *Ancillary Reviewer*. Click **OK**.
6. Select **Yes** to indicate a response is required.
7. Click **OK**, and then click **OK** again in the next window to add the *Ancillary Reviewer*.
8. Log off the Click Portal, and completely close your web browser.

The protocol does not change states.

Exercise 21: Submit an Ancillary Review

Steps

1. Log in as your assigned *Ancillary Reviewer*.
2. In the navigation menu, click the **IACUC** tab to go to the module.
3. From the **In-Review** tab, click on the **Name** of the protocol your *PI* created.
4. From the Protocol Workspace, click **Submit Ancillary Review** on the left.
5. Select your *Ancillary Reviewer* in the table.
6. Select **Yes** to accept the proposed protocol.
7. Click **OK** to submit the ancillary review.
8. Log off the Click Portal, and completely close your web browser.

The protocol does not change states.



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IACUC Review: Designated Review Exercises

If the **Grace Period** passes and the protocol wasn't assigned to **Full Committee Review**, the submission moves to the **Designated Reviewer Assignment** state. The *IACUC Coordinator* will assign the protocol to a *Committee Member* to review.

Exercise 22: Assign a Designated Reviewer

Steps

The instructions below outline the steps for assigning a Designated Review. These exercises would begin after [Exercise 19: Submit a Pre-Review Decision](#).

1. Log in as your assigned *IACUC Coordinator*.
2. Click the **IACUC** tab at the top.
3. On the **IACUC Submissions** page, locate the **In-Review** tab.
4. Locate and click on the **Name** of the protocol your *PI* created.
5. Click **Assign Designated Reviewer** on the left.
6. Select your assigned *IACUC Committee Member* as the designated member reviewer.
7. Select a review due date, if desired.
8. Click **OK**.
9. Log off the Click Portal, and completely close your web browser.

The protocol has moved to the **Designated Review** state; it will appear in the assigned *Committee Member's* **Inbox**.

Exercise 23: Add Reviewer Notes / Request Clarification

Steps

This exercise goes through adding Reviewer Notes to a protocol. If a *Designated Reviewer* has general comments about the protocol, rather than a comment or question about a particular protocol page, the *Designated Reviewer* would begin at step #11 in this exercise.

1. Log in as your assigned *Designated Reviewer (IACUC Committee Member)*.
2. Click the **IACUC** tab at the top.
3. On the **IACUC Submissions** page, locate the **In-Review** tab.
4. Locate and click on the **Name** of the protocol your *PI* created.

5. From the Protocol workspace, click the **View Protocol** button.
6. Navigate to any page in the protocol where you want to add a comment and click **Add** on the **Reviewer Note** bar at the top of the **SmartForm** page.
7. Select **IACUC Draft Reviewer Note** from the **Type** list.
8. In the **Note** box, type a request to the *PI* to update something on that page. Click **OK**. Your request appears at the top of the page.
9. Add another **Reviewer Note** to a different protocol page.
10. On the protocol navigation bar, click **Exit** to exit the protocol.

NOTE: The **Reviewer Notes** that you just added appear on the **Reviewer Notes** tab on the Protocol workspace.

11. To send the protocol (with the **Reviewer Notes**) to the *PI*, click **Request Clarification by Designated Reviewer** on the left.
12. In the text box, type “See the Reviewer Notes” or some other general comment and then click **OK**.
13. Verify that the **Reviewer Notes** appear on the **Reviewer Notes** tab of the Protocol workspace.
14. Log off the Click Portal, and completely close your web browser.

The protocol has moved to the **Clarification Requested (Designated Review)** state; it will appear in the *Principal Investigator’s Inbox*.

Exercise 24: Submit a Designated Review

Steps

1. Log in as your assigned *IACUC Committee Member*.
2. From **My Inbox**, click on the **Name** of the protocol your *PI* created.
3. Click the **Reviews** tab on the workspace to see information from the **Pre-Review**.
4. From the Protocol workspace, click the **View Protocol** button.
5. Use the **Continue/Back** and **Jump To:** options to move through the SmartForm pages.

6. To view documents submitted as part of the protocol:
 - Click the **Name** of each document when you encounter them on the various SmartForms.
 - In the Protocol workspace, click the **Documents** tab to see all of the files listed in one place.
7. Click **Finish** on the last page to return to the Protocol workspace (or click **Exit** in the navigation bar).
8. From the Protocol workspace, click **Submit Designated Review** on the left.
9. Complete the page by entering the following information:
 - **Determination:** *Approved*
 - **Last day of annual review period:** Leave this date. The system automatically sets this to be a year minus a day from the current date.
 - **Last day of triennial approval period:** Leave this date. The system automatically sets this to be three years minus a day from the current date.
 - **Approval date:** Select any approval date.
 - **Is Designated Member Review Complete:** *Yes*
10. Click **OK** to submit the review.
11. Log off the Click Portal, and completely close your web browser.

The protocol has moved to the **Post-Review** state; it will appear in the *IACUC Coordinator's Inbox*.



IACUC Review: Committee Review Exercises

If the *IACUC Coordinator* or a *Committee Member* indicated the protocol should go through **Full Committee Review**, the protocol will be in the **Meeting Assignment** state waiting to be assigned to a meeting.

Exercise 25: Assign Protocol to a Committee Meeting

Steps

The instructions below outline the steps for Full Committee Review. In instances where the *IACUC Coordinator* elects to use Full Committee Review, these exercises would begin after [Exercise 19: Submit a Pre-Review Decision](#).

1. Log in as your assigned *IACUC Coordinator*.
2. From **My Inbox**, click on the **Name** of the protocol your *PI* created.
3. From the Protocol workspace, click **Assign to Meeting** on the left.
4. Select the **IACUC Committee Meeting - Training Meeting {today's date}**.
5. Click **OK** to assign the protocol to the meeting.
6. Click the **Reviews** tab to verify the **Meeting** and **Committee Reviewer** information appears.

The protocol has moved to the **Committee Review** state; it will remain in the assigned *IACUC Coordinator's* **Inbox**.

Exercise 26: Add Reviewer Notes

Steps

You should be logged in as an *IACUC Committee Member* and on the Protocol workspace.

This exercise goes through adding Reviewer Notes to a protocol.

1. Log in as your assigned *IACUC Committee Member*.
2. From **My Inbox**, click on the **Name** of the protocol your *PI* created.
3. From the Protocol workspace, click the **View Protocol** button.
4. Navigate to any page in the protocol where you want to add a comment and click **Add** on the **Reviewer Note** bar at the top of the **SmartForm** page.
5. Select **IACUC Staff Draft Reviewer Note** from the **Type** list.

6. In the **Note** box, type a request to the *PI* to update something on that page. Click **OK**. Your request appears at the top of the page.
7. Add another **Reviewer Note** to a different protocol page.
8. On the protocol navigation bar, click **Exit** to exit the protocol.

NOTE: The **Reviewer Notes** that you just added appear on the **Reviewer Notes** tab on the Protocol workspace.

9. Verify that the **Reviewer Notes** appear on the **Reviewer Notes** tab of the Protocol workspace.
10. Log off the Click Portal, and completely close your web browser.

The protocol will remain in the **Committee Review (IACUC Review)** state. The **Reviewer Notes** that have been added to the submission will be reviewed and discussed at the *IACUC Committee Meeting*.

Exercise 27: Submit the Committee Review

Steps

You should be logged in as the *IACUC Coordinator* and on the Protocol workspace. These exercises would begin after the *IACUC Committee Meeting* has ended.

1. Log in as your assigned *IACUC Coordinator*.
2. From **My Inbox**, click on the **Name** of the protocol your *PI* created.
3. From the Protocol workspace, click **Submit Committee Review** on the left.
4. Complete the page by entering the following information:

Determination: Approved

Last day of annual review period: *Leave this date. The system automatically populates this to be a year minus a day from the current date.*

Last day of triennial approval period: *Leave this date. The system automatically sets this to be three years minus a day from the current date.*

Approval date: *Select any approval date.*

5. Click **OK** to submit the **Committee Review**.

The protocol has moved to the **Post-Review** state; it will remain in the assigned *IACUC Coordinator's Inbox*.



Post-Review Exercises

Exercise 28: Prepare and Send the Determination Letter

Steps

You should still be logged in as the *IACUC Coordinator* and on the Protocol workspace.

1. From the Protocol workspace, click **Prepare Letter** on the left.
2. Select the **IACUC Approved** letter template from the list and then click **Generate**.
3. Click the **Draft letter** link to review the letter. Close the document when done.

NOTE: You can also upload a letter document in the **Prepare Letter** window using the **Upload Revision** button.

4. In the **Prepare Letter** window, click **OK**.
5. From the Protocol workspace, click **Send Letter** on the left.
6. In the **Send Letter** window, click **OK**.
7. Click the **IACUC** tab in the navigation menu and verify the approved protocol appears on the **Active** tab.

The protocol moves to the **Approved** state.

Exercise 29: Suspend an Approved Protocol

Steps

You should still be logged in as the *IACUC Coordinator* and on the IACUC Submissions page.

1. From the IACUC Submissions page, on the **Active** tab, click on the **Name** of the approved protocol your *PI* created.
2. From the Protocol workspace, click **Suspend** on the left.
3. Type a reason for the suspension, for example, “Standard operating procedure violation. Protocol suspended.”
4. For the suspension start date, select the current date or a date in the past.
5. Click **OK**.

The protocol moves to the **Suspended** state.

Exercise 30: Lift Suspension of a Protocol

Steps

You should still be logged in as the *IACUC Coordinator* and on the Protocol workspace.

1. From the Protocol workspace, click **Lift Suspension** on the left.
2. **Describe the corrective action** taken that justifies lifting the suspension.
3. For the **Suspension End Date**, select the current date or a date in the past.
4. Click **OK**.
5. Log off the Click Portal, and completely close your web browser.

The protocol moves back to the **Approved** state.



Follow-On Submission Exercises

Exercise 31: Create and Submit an Annual Review

Steps

1. Log in as your assigned *PI*.
2. Click the **IACUC** tab in the navigation menu to go to the module.
3. On the **IACUC Submissions** page, click the **Active** tab.
4. Click on the **Name** of the approved protocol your *PI* created.
5. From the Protocol workspace, click the **Create Annual Review** button.
6. Read the page and then click **Continue**.
7. On the **Annual Review** page, type any text for the progress made over the past year.
8. Click **Finish**.
9. From the Annual Review workspace, click **Submit** and then **OK** on the page.

The **Annual Review** has moved to the **Pre-Review** state; it will appear in the *IACUC Coordinator's Inbox*.

Exercise 32: Create a Triennial Review

Steps

You should still be logged in as your assigned *PI* from the previous exercise.

1. Click the **IACUC** tab in the navigation menu to go to the module.
2. On the **IACUC Submissions** page, click the **Active** tab.
3. Click on the **Name** of the approved protocol your *PI* created.
4. From the Protocol workspace, click the **Create Triennial Review** button.
5. Read the page and then click **Continue**.
6. Type any text for the progress made over the past three years and click **Continue**.
7. Make any changes you want to the previous protocol.
8. When finished, click **Hide/Show Errors** in the protocol navigation bar to ensure all required fields were updated. Fix any errors that appear. Click **Save** and exit the proposal.

9. On the Triennial Review workspace, click **Submit** and then **OK** on the page.

The **Triennial Review** has moved to the **Pre-Review** state; it will appear in the *IACUC Coordinator's Inbox*.

Exercise 33: Create an Amendment for a Significant Change

Steps

You should still be logged in as your assigned *PI* from the previous exercise.

1. Click the **IACUC** tab in the navigation menu to go to the module.
2. On the **IACUC Submissions** page, click the **Active** tab.
3. Click on the **Name** of the approved protocol your *PI* created.
4. From the Protocol workspace, click the **Create Amendment** button.
5. Complete the page by entering the following information:
 - **Amendment short title:** *Significant Change 1 for Respiratory Research*
 - **Select the type of amendment:** *Significant*
 - **Briefly describe the changes:** *Adding a new procedure to the experiment*
 - **Briefly describe the rationale for changes:** *Type any text you wish*
6. Click **Continue** to move to the next page.
7. On the protocol navigation bar, **Jump To:** the **Experiments** page and add another experiment. Complete the **Experiment** page as you like including adding any standard or team procedures to the experiment.
8. Click **Continue** to move through all the pages and update any remaining required fields.

NOTE: You can also click **Hide/Show Errors** in the navigation bar to see all the remaining required fields that you must answer.

9. When finished updating the protocol, click **Save** and then exit the protocol.
10. From the Amendment workspace, click **Submit** and then **OK** on the page.

The **Amendment** has moved to the **Pre-Review** state; it will appear in the *IACUC Coordinator's Inbox*.



Concerns and Inspections Exercises

Exercise 34: Create and Submit a Concern

Steps

You should still be logged in as your assigned *PI* from the previous exercise.

1. From **My Inbox**, click the **IACUC** link on the left, and then click the **Create Concern** button.
2. Complete the page by entering the following information:
 - **Name:** *Enter a title for the Concern, and be sure to include your name or initials in the title.*
 - **When was the concern identified:** *Select any date*
 - **Describe the concern:** *Type any text you wish*
3. Click **OK**. The **Concern** is submitted to the **IACUC**.
4. Log off the Click Portal, and completely close your web browser.

The **Concern** is in the **Pre-Submission** state.

1. Log in as your assigned *IACUC Coordinator*.
2. From **My Inbox**, click the **IACUC** link on the left, and then click the **Concerns** link.
3. On the **Concerns** tab, click on the **Name** of the **Concern** your *PI* created.
4. From the Concern workspace, click the **Edit Concern** button.
5. Select the category **Animal Welfare** and click **Continue**.
6. On the **Identification** page, enter the following information and click **Continue**:
 - **Identify any associated Principal Investigators:** *Select your assigned PI*
 - **Identify the associated species:** *Mouse*
7. On the **Regulatory Context** page, click **Finish**.
8. From the Concern workspace, click **Submit**, select the **IACUC - Training** committee, and then click **OK**.
9. Log off the Click Portal, and completely close your web browser.

The **Concern** has moved to the **Pre-Review** state; it will appear in the *IACUC Coordinator's Inbox*.

Exercise 35: Create an Inspection

Steps

1. Log in as your assigned *Inspector*.
2. From **My Inbox**, click the **IACUC** link on the left, and then click the **Create Inspection** button.
3. Complete the page by entering the following information:
 - **Name:** *Enter a title for the Inspection, and be sure to include your name or initials in the title.*
 - **Select inspection type:** *Semiannual Facility Inspection*
 - **Committee:** *Select the IACUC - Training committee*
 - **Select inspection locations:** *Add any inspection locations you wish to include*
 - **Select inspectors:** *Add your assigned Inspector*
 - **Date of inspection:** *Select a future date*
 - **SUNY Campus:** *Select 030 University at Buffalo*
4. When done completing the page, click **Continue**. You will be on the Inspection workspace.

The inspection is in the **Pending Inspection** state.

5. Click the **Inspections** shortcut on the left, and then the **Calendar** tab.
6. On the **Calendar**, find the **Inspection** you just created. Click the **Inspection** on the **Calendar** to return to the Inspection workspace.

Exercise 36: Record Findings and Complete an Inspection

Steps

You should still be logged in as the *Inspector* from the previous exercise.

1. From the Inspection workspace, click **Record Findings**.

2. Type anything you want in the **Findings** box. You can also **Add an Inspection Document** if you wish. Click **OK** when done.
3. Click **Complete Inspection** on the left.
4. Select the **IACUC Committee - Training Meeting {today's date}** and click **OK**.
5. Log off the Click Portal, and completely close your web browser.

The **Inspection** has moved to the **Inspection Complete** state.



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Committee Meeting Management Exercises

A *Committee Administrator* can only perform the following activities for the Committees on which he/she is the *Committee Administrator*. Committees may have different *Committee Administrators*.

Exercise 37: Create a New Meeting

Steps

The *Committee Administrator* for the **IACUC Committee - Training Meeting {today's date}** is the *IACUC Director*.

1. Log in as your assigned *IACUC Director*.
2. From **My Inbox**, click the **IACUC** link on the left, and then click the **Meetings** shortcut.
3. From the Meetings workspace, click the **Create New Meeting** button.
4. Select a **Committee** from the ones already set up in the system.
5. Click the calendar icon and select any date in the future.
6. Complete the form and click **OK**. You will return to the Meeting workspace.

As protocols are assigned to this meeting (see exercise [Assign Protocol to a Committee Meeting](#) above) they will show up as agenda items on this Meeting's workspace.

Exercise 38: Run a Meeting

Steps

You should still be logged in as the *IACUC Director* from the previous exercise.

1. Click the **IACUC Committee - Training Meeting {today's date}** to open that Meeting's workspace, if you are not already on it.

Remove an Agenda Item:

2. From the Meeting's workspace, click the agenda item name. You will see **Remove from Agenda** on the left. (Do not perform this action.)

Send Agenda to Committee Members

1. From the Meeting's Workspace, click **Prepare Agenda**.
2. To create the agenda, use one of the following options:
 - Select a template from the drop-down list and click the **Generate** button.

- Click the **Add** button, and then **Choose File** to upload your own agenda to the meeting.
3. Click **OK** to close the window.
 4. Click **Send Agenda** to email the agenda to *Committee Members*.

Create Meeting Minutes:

You can create a Minutes document that you can update during the meeting.

1. From the Meeting's workspace, click **Prepare Minutes**.
2. To create the **Minutes**, use one of the following options:
 - Select a template from the drop-down list and click the **Generate** button.
 - Click the **Add** button, and then **Choose File** to upload your own **Minutes** document.
3. Save the document to your computer and update it during the meeting.
4. Log off the Click Portal, and completely close your web browser.

After the meeting, from the Meeting's workspace, click **Prepare Minutes** again and then **Upload Revision** to find (**Choose File** button) and upload the updated document.



Additional Exercises

Exercise 39: Manage Departures

Steps

1. Log in as your assigned *IACUC Coordinator*.
2. Click on the **IACUC** tab in the top navigation menu.
3. From the **In-Review** tab, click on the **Name** of a protocol your *PI* created.
4. From the workspace, click **Manage Departures** under **My Current Actions**.
5. Complete the page, paying special attention to **Question 1 - Add any departures from the Guide**.
 1. Click the **Add** button.
 2. This opens a **SmartForm**. Complete the fields, and then click **OK**.
6. Add any **Comments** or **Supporting Documents**, if needed. Click **OK**.

NOTE: **Manage Departures** is not available for **Annual Review** submissions.

7. Log off the Click Portal, and completely close your web browser.

Exercise 40: Update an Animal Count

Steps

1. Log in as your assigned *PI*.
2. From My Inbox, click the **IACUC** link, and then click **Submissions**.
3. On the **IACUC Submissions** page, click the **Active** tab.
4. Click on the **Name** of the protocol your *PI* created.
5. From the Protocol workspace, click **Update Animal Use Count**.
6. Click **Update** for the procedure, and then type a smaller amount for the number of species used. Click **OK**, and then click **OK** again to close the window.

Exercise 41: Relate Associated Projects

Steps

You should still be logged in as your assigned *PI*.

1. Click on the **IACUC** tab in the top navigation menu.
2. Locate the appropriate protocol from the **All Submissions** tab, and click on its **Name**.
3. Under **My Current Actions**, click on **Relate Associated Projects**.
4. Click the **Add** button next to the desired option. A window will open; place a checkmark next to the related project item, and then click **OK**.

Repeat the process outlined in this step to relate as many projects as necessary.

5. Click the **OK** button. A reference to the **Related Associated Projects** will appear in the **History** tab.
6. Log off the Click Portal, and completely close your web browser.

