

IACUC

Training Exercises

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# Logins Required for Exercises

During the class, you will log into the training site as different users to perform the training exercises. For example, if you are assigned 030pi1, for exercises that require you to log in as the Principal Investigator, you log in as 030pi1.

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| --- | --- | --- |
| Role/User | User Name | Password |
| Principal Investigator | 030pi01 – 030pi20 | 1234 |
| IACUC Coordinator | 030iacucc01 - 030iacucc20 | 1234 |
| IACUC Director | 030iacucd01 - 030iacucd20 | 1234 |
| IACUC Committee Member | 030iacuccomm01 - 030iacuccomm20 | 1234 |
| IACUC Vet | 030iacucvet01 - 030iacucvet20 | 1234 |
| IACUC Inspector | 030iacucinspector01 - 030iacucinspector20 | 1234 |
| Ancillary Reviewer | 030iacucanc01 - 030iacucanc20 | 1234 |
| Training Coordinator | 030training01 – 030training20 | 1234 |

# Navigation Exercises

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| Log into Click® IACUC |
| Role required for this exercise: **IACUC coordinator**   1. Go to: <http://pacsstg3.rfsuny.org/compliance/login> 2. Log in as your assigned IACUC coordinator.  * **User Name:** <your assigned IACUC coordinator> * **Password:** 1234  1. Click **Login**. |

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| Explore the Inbox | |
| Role required for this exercise: **IACUC coordinator** | |
| **Steps** | **Questions** |
| 1. On the left, click **IACUC** to expand the menu. |  |
| 1. Click the **Help Center** link to see the types of user assistance available to you. | What resources are available to users from this shortcut? |

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| 1. Click the **Submissions** link to access protocols in various stages of the review process.   **Note:** PIs will also see a tab listing the research teams to which they belong. | What protocols can you access from this shortcut? (E.g., protocols that are in review.) |
| 1. Click the **Concerns** link to see concerns entered in the system. | What information about concerns can you access from this shortcut? |
| 1. Click the **Inspections** link to see the inspections entered in the system. | What information about inspections can you access from this shortcut? |
| 1. Click the **Meetings** link to see where you go to manage meetings. | List some of the activities you can perform from the Meetings workspace? |
| 1. Click the **Reports** link to access the standard, advanced, and custom reports. | List some reports that you think will be helpful in your job. |
| 1. Click the **Library** link to see what information is available. | What resources will you use in your job? |
| 1. Click **My Inbox** link to return to the inbox. (There is also a My Inbox link at the top right.) |  |

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| Explore the Protocol Workspace | |
| Role required for this exercise: **IACUC coordinator**  You should still be logged in as the IACUC coordinator from the previous exercise. | |
| **Steps** | **Questions** |
| 1. From the inbox, click **IACUC** on the left to expand the menu and then click the **Submissions** shortcut. 2. Open any protocol (ID begins with the prefix “PROTO”). 3. From the protocol workspace, look at the protocol summary section. | Identify the following information for the protocol:   * What state is the protocol in? * Who is the Principal Investigator? * What type of submission is this? (E.g., New Protocol Application, Amendment, etc.) |
| 1. On the **History** tab, review the activities that have already occurred for this protocol. | When was this protocol created and by whom? |
| 1. Click the other tabs to see the types of information available. | On which tab can you find the following information?   * Concerns related to this protocol * The documents attached to the protocol * Experiments included in the protocol * The protocol team members * Snapshots of the protocol when it is approved * Reviews the protocol will go through or has gone through * Training for each protocol team member * All changes made to the protocol, including the before and after values |
| Explore the SmartForm Pages | |
| Role required for this exercise: **IACUC coordinator**  You should still be logged in as the IACUC coordinator from the previous exercise.   1. From the protocol workspace, click the **View Protocol** or **Edit Protocol** button (depending on the state of the protocol). 2. On the navigation bar (at the top or bottom), click the **Jump To** menu to see the list of pages making up the protocol.   **Note:** Protocols may have different pages depending on responses to certain questions.   1. On the navigation bar, click **Continue** to move through all the pages. 2. On the last page, click **Finish** to return to the protocol workspace. 3. Log off the IACUC system. | |

# Creating Building Blocks Exercises

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| Create a Research Team |
| Role required for this exercise: **PI**   1. Log in as your assigned PI.  * **User Name:** <your assigned PI> * **Password:** 1234  1. On the left, click **IACUC** to expand the menu and then click the **Submissions** link. 2. On the Research Teams tab, notice the research teams your assigned PI already belongs to. 3. On the left, click the **Create Research Team** button. 4. Complete the page by entering the following information:  * **1. Research team name:** Respiratory Infections Research - <Your Name or Initials>. * **2. 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 PI.   * **3. Team members:** Click **Add** and select another PI (030pi01, 030pi02, etc.) to be a team member on your research team. Answer the remaining questions about the team member as you like. **Take note of the PI you selected as the team member for a future exercise.** * **4. Team default species:** Mouse  1. When done, click **OK**. You will be on your research team’s workspace.   **Note:** The state of your research team is **Active**. |

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| Create a Team Substance |
| Role required for this exercise: **PI**  You should still be logged in as the PI and on your research team’s workspace.   1. Under My Current Actions, click the **Create Substance** button. 2. Complete the page by entering the following information:  * **1. Name:** Respiratory Mycoplasmosis Virus * **2. Substance types:** Virus * **3. Is this a hazardous agent:** No  1. When done, click **Finish**. You will return to your research team’s workspace. 2. 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. |

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| Create a Team Procedure |
| Role required for this exercise: **PI**  You should still be logged in as the PI and on your research team’s workspace.   1. Under My Current Actions, click the **Create Procedure** button. 2. Complete the pages by entering the following information. click **Continue** to move through all the pages.   **Procedure Identification Page**   * **1. Name if the procedure or surgery:**  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.   + **1. Substance:** Select the substance you created in the previous exercise.   + **2.** **Route:** Intravenous   + **3. Dose:** 10^5 PFU   + **4. Frequency of dosage:** 5   + **5. Concentration:** 40ul   + **6. 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:** (Optional) You can add a document if desired. Ensure the document doesn’t contain any personal or sensitive information.   1. When done, click **Finish**. You will return to your research team’s workspace. 2. 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. |

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| Copy a Procedure |
| Role required for this exercise: **PI**  You should still be logged in as the PI and on your research team’s workspace.   1. From your research team’s workspace, click the **Procedures** tab. 2. Find the procedure you 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.   1. Log off the IACUC system. |

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| Create and Submit a Protocol for Review |
| Role required for this exercise: **PI**   1. Log in as your assigned PI.  * **User Name:** <your assigned PI> * **Password:** 1234  1. Under My Current Actions, click the **Create Protocol** button. 2. Complete the pages by entering the sample IACUC protocol. Take note of the following:    * On the Basic Information page, be sure to select the research team you created and your assigned PI in the appropriate fields.    * Where you are not given data to enter on a page or in a field, feel free to add your own data.   Click **Continue** to move through the pages.  **Note:** Save time by cutting and pasting text from the protocol document to the protocol SmartForm pages.   1. When you get to the last page of the protocol, click **Hide/Show** 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. Next, go to the last page and click **Finish**.    * If no errors, on the last page, click **Finish**. 2. From the protocol workspace, click **Submit** on the left. 3. Read the statement and click **OK** to submit the protocol for review.   **Note:** The protocol created in this exercise will be the one you will move through the workflow in the following exercises.   1. Return to your PI’s inbox. The protocol does not appear in the inbox as it has been submitted for review. Click the **Submissions** shortcut link and find the proposal on the **In-Review** tab.   **Note:** The protocol has moved to the **Pre-Review** state.   1. Log off the IACUC system. |

# Pre-Review Exercises

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| Assign a Coordinator |
| Role required for this exercise: **IACUC coordinator**   1. Log in as your assigned IACUC coordinator.  * **User Name:** <your assigned IACUC coordinator> * **Password:** 1234  1. From the inbox, click the name of the protocol your PI created to open it. 2. From the protocol workspace, click **Assign Coordinator** on the left. 3. Select your assigned IACUC coordinator from the list. 4. Click **OK**.   **Note:** The protocol state did not change; it is still in the **Pre-Review** state. The protocol will now appear in your assigned IACUC coordinator’s inbox. |

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| Review the Protocol | |
| **Steps** | **Questions** |
| Role required for this exercise: **IACUC coordinator**  You should still be logged in as the IACUC coordinator assigned to your protocol and on the protocol workspace.   1. From the inbox, open the protocol for your PI. 2. Review the Protocol. | * List the areas in the workspace that you will look at as part of your review? * How do you determine what reviews are required (vet consult, designated member review, committee review)? |

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| Request Clarifications |
| Role required for this exercise: **IACUC coordinator**  This exercise goes through adding Reviewer Notes to a protocol. If a reviewer has general comments about the protocol, rather than adding a change or clarification request about a particular protocol page, the reviewer would start at step #7.  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. 3. Select **IACUC Staff Draft Change Request (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 Note that you just added appears on the Reviewer Notes tab on the protocol workspace.   1. To send the protocol (with the Reviewer Notes) to the PI, click **Request Clarification by Pre-Reviewer** on the left. 2. In the text box, type “See the reviewer notes” or some other general comment and click **OK**. 3. Verify that the Reviewer Notes appear on the Reviewer Notes tab of the protocol workspace.   **Note:** The protocol has moved to the **Clarification Requested (Pre-Review)** state and will appear in the PI’s inbox.   1. Log off the IACUC system. |

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| Respond to a Reviewer Request |
| Role required for this exercise: **PI**   1. Log in as your assigned PI.  * **User Name:** <your assigned PI> * **Password:** 1234  1. From the inbox, open the protocol for your PI. 2. On the History tab, find the “Clarification by…” activity and the comments you added in the previous exercise. 3. Click the **Reviewer Notes** tab. 4. For the first Reviewer Note, click the **Jump To** link to go to the protocol page with the reviewer note.   **Note:** If no changes were needed to the protocol page, the PI could simply respond to the Reviewer Note from the Reviewer Notes tab.   1. Change a response to one of the questions on the protocol page. Then, click the “**Click here to respond…”** link for the Reviewer Note at the top of the page. 2. 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**. 3. On the Reviewer Note navigation bar, click either **Next** or **Previous** to go to the other Reviewer Note. 4. Change something on that protocol page and respond to the Reviewer Note at the top of the page (like you did in the previous steps.) 5. On the protocol navigation bar, click **Save** and then **Exit** to return to the protocol workspace. 6. From the protocol workspace, click **Submit Response** on the left. 7. In the Submit Response window, click **OK**.   **Note:** The protocol has moved back to the **Pre-Review** state and will appear in the assigned IACUC coordinator’s inbox.   1. Log off the IACUC system. |

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| Send Protocol for Vet Consult |
| Role required for this exercise: **IACUC coordinator**   1. Log in as your assigned IACUC coordinator.  * **User Name:** <your assigned IACUC coordinator> * **Password:** 1234  1. From the inbox, open the protocol for your PI. 2. From the protocol workspace, click **Send for Vet Consult** on the left. 3. Select your assigned veterinarian from the list. 4. Click **OK**.   **Note:** The protocol has moved to the **Vet Consult** state and will appear in the assigned vet’s inbox.   1. Log off the IACUC system. |

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| Submit Vet Consult (with Reviewer Note) |
| Role required for this exercise: **Veterinarian**   1. Log in as your assigned veterinarian.  * **User Name:** <your assigned vet> * **Password:** 1234  1. From the inbox, open the protocol for your PI. 2. Click **View Protocol** on the left. 3. Navigate to any page in the protocol where you want to add a Reviewer Note and click **Add** on the Reviewer Note bar. 4. Select **Veterinarian Draft Change Request (response required)** from the Type list. 5. 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. 6. On the protocol navigation bar, click **Exit** to exit the protocol. 7. From the protocol workspace, click **Submit Vet Consult** on the left. 8. Click **Yes** to accept the submission and then click **OK**.   **Note:** The protocol has moved back to the **Pre-Review** state and will appear in the assigned IACUC coordinator’s inbox.   1. Log off the IACUC system. |

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| Respond to Vet Reviewer Notes |
| Role required for this exercise: **IACUC coordinator**  This exercise assumes that the IACUC coordinator will make the change requested by the vet. Alternately, the IACUC coordinator could add additional Reviewer Notes to the protocol and then send the protocol to the PI with both the vet’s Reviewer Notes and the IACUC coordinator’s Reviewer Notes for the protocol team to address. See [Request Clarifications](#_Request_Clarifications), step #7.   1. Log in as your assigned IACUC coordinator.  * **User Name:** <your assigned IACUC coordinator> * **Password:** 1234  1. From the inbox, open the protocol for your PI. 2. Click the **Reviewer Notes** tab to review the Reviewer Note added by the vet. 3. On the Reviewer Note tab, click the **Jump To** link for the Reviewer Note to go to the protocol page. 4. Update the protocol page as per the vet’s request. |

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| Submit a Pre-Review Decision |
| Role required for this exercise: **IACUC coordinator**  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 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 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 a full committee review. If no committee member indicates it should go to a committee review, it will be assigned to a designated member to review.   1. For question 6, select **Yes** that you are ready to submit the pre-review decision. 2. Click **OK**.   **Note:** The protocol has moved to either the **Meeting Assignment** or **Grace Period** state and remains in the assigned IACUC coordinator’s inbox.   1. Log off the IACUC system. |

# Member Review Exercises

If the grace period passes and the protocol wasn’t assigned to a committee review, the submission moves to a **Designated Reviewer Assignment** state. The IACUC coordinator will assign the protocol to a committee member to review.

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| Assign a Designated Reviewer |
| Role required for this exercise: **IACUC coordinator**   1. Log in as your assigned IACUC coordinator.  * **User Name:** <your assigned IACUC coordinator> * **Password:** 1234  1. Click the **IACUC** tab at the top. 2. On the IACUC Submissions page, click the **In-Review** tab 3. Find and open the protocol for your PI. 4. Click **Assign Designated Reviewer** on the left. 5. Select your assigned IACUC committee member as the designed member reviewer. 6. Select a review due date, if desired. 7. Click **OK**.   **Note:** The protocol has moved to the **Designated Review** state and will appear in the assigned committee member’s inbox.   1. Log off the IACUC system. |

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| Submit a Member Review |
| Role required for this exercise: **IACUC committee member**   1. Log in as your assigned IACUC committee member.  * **User Name:** <your assigned IACUC committee member> * **Password:** 1234  1. From the inbox, open the protocol for your PI. 2. Click the **Reviews** tab on the workspace to see information from the Pre-Review.   **Note:** During Member Review, the designated committee members may also request clarifications from the PI. See [Request Clarifications](#_Request_Clarifications) for steps (use the **Request Clarification by Designated Reviewer** link on the workspace to submit the request).   1. From the protocol workspace, click **Submit Designated Review** on the left. 2. Complete the page by entering the following information:  * **1. Determination:** Approved * **2. 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. * **3. 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. * **4. Approval date:** Select any approval date. * **8. Is Designated Member Review Complete:** Yes  1. Click **OK** to submit the review.   **Note:** The protocol has moved to the **Post-Review** state and will appear in the IACUC coordinator’s inbox.   1. Log off the IACUC system. |

# Ancillary Review Exercises

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| Set Up Ancillary Reviews |
| Role required for this exercise: **PI** and **IACUC coordinator**  This exercise requires some preparation. As the PI, you will copy a protocol and submit it for review. Then as the IACUC coordinator, you will assign an ancillary reviewer to review the protocol.  **Copy and Submit a Protocol**   1. Log in as your assigned PI.  * **User Name:** <your assigned PI> * **Password:** 1234  1. Click the **IACUC** tab at the top. 2. Click the **In-Review** tab and open your PI’s protocol (in the Post-Review state). 3. Click **Copy Submission** on the left and give any name you want to the copied protocol and click **OK**. 4. In the breadcrumb trail at the top, click the research team name to return to the research team’s workspace. 5. From the Submissions tab, open the protocol you just created. 6. From the protocol workspace, click **Submit** on the left and then **OK** in the window. 7. Log off the IACUC system.   **Assign an Ancillary Reviewer**   1. Log in as your assigned IACUC coordinator.  * **User Name:** <your assigned IACUC coordinator> * **Password:** 1234  1. Click the **IACUC** tab at the top, on the In-Review tab, open the protocol you just copied. 2. From the protocol workspace, click **Assign Coordinator** on the left and select your assigned IACUC coordinator and click **OK** in the window. 3. Click **Manage Ancillary Reviews** on the left. 4. Click **Add** to add an ancillary reviewer and then next to Person, click **Select** and choose your assigned ancillary reviewer. 5. For question 3, select **Yes** to indicate a response is required. 6. Click **OK**, and then click **OK** again in the next window to add the ancillary reviewer.   **Note:** The protocol does not change states, nor does it change inboxes.   1. Log off the IACUC system. |

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| Submit an Ancillary Review |
| 1. Log in as your assigned ancillary reviewer.  * **User Name:** <your assigned ancillary reviewer> * **Password:** 1234  1. Click the **IACUC** tab at the top. 2. From the In-Review tab, find and open the protocol for your PI. 3. From the protocol workspace, click **Submit Ancillary Review** on the left 4. Select your ancillary reviewer in the table. 5. Select **Yes** to accept the proposed protocol. 6. Click **OK** to submit the ancillary review.   **Note:** The protocol does not change states, not does it change inboxes.   1. Log off the IACUC system. |

# Committee Review Exercises

If the IACUC coordinator or a committee member indicated the protocol should go through a committee review, the protocol will be in the **Meeting Assignment** state waiting to be assigned to a meeting.

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| Assign Protocol to Committee Meeting |
| Role required for this exercise: **IACUC coordinator**   1. Log in as your assigned IACUC coordinator.  * **User Name:** <your assigned IACUC coordinator> * **Password:** 1234  1. From the inbox, open the protocol for your PI. 2. From the protocol workspace, click **Assign to Meeting** on the left. 3. Select the **IACUC Committee - Training meeting on 1/19/2017 10:02 AM**. 4. Click **OK** to assign the protocol to the meeting. 5. Click the **Reviews** tab to verify the meeting and committee reviewer information appears.   **Note:** The protocol has moved to the **Committee Review** state and remains in the assigned IACUC coordinator’s inbox. |

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| Submit the Committee Review |
| Role required for this exercise: **IACUC coordinator**  You should still be logged in as the IACUC coordinator and on the protocol workspace.   1. From the protocol workspace, click **Submit Committee Review** on the left. 2. Complete the page by entering the following information:  * **1. Determination:** Approved * **2. 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. * **3. 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. * **5. Approval date:** Select any approval date (this would typically be the committee meeting date.)  1. Click **OK** to submit the committee review.   **Note:** The protocol has moved to the **Post-Review** state and remains in the assigned IACUC coordinator’s inbox. |

# Post-Review Exercises

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| Prepare and Send the Determination Letter |
| Role required for this exercise: **IACUC coordinator**  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.   1. In the Prepare Letter window, click **OK**. 2. From the protocol workstation, click **Send Letter** on the left. 3. In the Send Letter window, click **OK**.   **Note:** The protocol moves to the **Approved** state.   1. Click the **IACUC** tab at the top and verify the approved protocol appears on the **Active** tab. |

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| Suspend an Approved Protocol |
| Role required for this exercise: **IACUC coordinator**  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, open the approved protocol for your PI. 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**.   **Note:** The protocol moves to the **Suspended** state. |

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| Lift Suspension of a Protocol |
| Role required for this exercise: **IACUC coordinator**  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. Type a description of 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**.   **Note:** The protocol moves back to the **Approved** state.   1. Log off the IACUC system. |

# Follow-on Submission Exercises

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| Create and Submit an Annual Review |
| Role required for this exercise: **PI**   1. Log in as your assigned PI.  * **User Name:** <your assigned PI> * **Password:** 1234  1. Click the **IACUC** tab at the top. 2. On the IACUC Submissions page, click the **Active** tab. 3. Find and open the approved protocol for your PI. 4. From the protocol workspace, click the **Create Annual Review** button. 5. Read the page and then click **Continue**. 6. On the Annual Review page, type any text for the progress made over the past year. 7. Click **Finish**. 8. From the annual review workspace, click **Submit** and then **OK** on the page.   **Note:** The annual review has moved to the **Pre-Review** state and will appear in the IACUC coordinator’s inbox.   1. Log off the IACUC system. |

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| Create and Submit a Triennial Review |
| Role required for this exercise: **PI**   1. Log in as your assigned PI.  * **User Name:** <your assigned PI> * **Password:** 1234  1. Click the **IACUC** tab at the top. 2. On the IACUC Submissions page, click the **Active** tab. 3. Find and open the approved protocol for your PI. 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.   **Note:** The triennial review has moved to the **Pre-Review** state and will appear in the IACUC coordinator’s inbox.   1. Log off the IACUC system. |

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| Create and Submit an Amendment for a Significant Change |
| Role required for this exercise: **PI**   1. Log in as your assigned PI.  * **User Name:** <your assigned PI> * **Password:** 1234  1. Click the **IACUC** tab at the top. 2. On the IACUC Submissions page, click the **Active** tab. 3. Find and open the approved protocol for your PI. 4. From the protocol workspace, click the **Create Amendment** button. 5. Complete the page by entering the following information:  * **1. Amendment short title:** Significant Change 1 for Respiratory Research * **2. Select the type of amendment:** Significant * **3. Briefly describe the changes:** Type “Adding new procedure to the experiment.” * **4. Briefly describe the rationale for changes:** Type any text you want in this box.  1. Click **Continue** to move to the next page. 2. 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. 3. 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.   1. When finished updating the protocol, in the protocol navigation bar, click **Save** and then exit the protocol. 2. From the amendment workspace, click **Submit** and then **OK** on the page.   **Note:** The amendment has moved to the **Pre-Review** state and will appear in the IACUC coordinator’s inbox.   1. Log off the IACUC system. |

# Concerns and Inspections

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| Create and Submit a Concern |
| Roles required for this exercise: **PI and IACUC coordinator**   1. Log in as your assigned PI.  * **User Name:** <your assigned PI> * **Password:** 1234  1. On the left, click **IACUC** to expand the menu. 2. Under My Current Actions, click the **Create Concern** button and complete the page by entering the following information:  * **1. Name:** Type a name (title) for the concern. Include your initials or name in the title, for example, “Off protocol procedures performed – RSimms.” * **2. When was the concern identified:** Select any date. * **3. Describe the concern:** Type any text you want to describe the concern.  1. Click **OK**. The concern is submitted to the IACUC.   **Note:** The concern is in the **Pre-Submission** state.   1. Log off the IACUC system and then log in as your assigned IACUC coordinator.  * **User Name:** <your assigned IACUC coordinator> * **Password:** 1234  1. Click the **Concerns** shortcut (on the IACUC menu) on the left. 2. On the Concerns tab, find and open the concern your PI created. 3. From the concern workspace, click the **Edit Concern** button. 4. Select the category **Animal Welfare** and click **Continue**. 5. On the Identification page, enter the following information and click **Continue**.  * **2. Identify any associated Principal Investigators:** Select your assigned PI. * **5. Identify the associated species:** Mouse  1. On the Regulatory Context page, click **Finish**. 2. From the concern workspace, click **Submit**, select the **IACUC - Training** committee, and then click **OK**.   **Note:** The concern has moved to the **Pre-Review** state and will appear in the IACUC coordinator’s inbox. |

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| Create an Inspection |
| Role required for this exercise: **Inspector**   1. Log in as your assigned inspector.  * **User Name:** <your assigned inspector> * **Password:** 1234  1. On the left, click **IACUC** to expand the menu. 2. Under My Current Actions, click the **Create Inspection** button and complete the page by entering the following information:  * **1. Name:** Type a name (title) of the inspection. Include your initials or name in the title, for example, “Semiannual Facility Inspection - RSimms.” * **2. Select inspection type:** Semiannual Facility Inspection * **4. Committee:** Select the **IACUC - Training** committee. * **5. Select inspection locations:** Add any inspection locations you want. * **6. Select inspectors:** Add your assigned inspector. * **7. Date of inspection:** Select a future date. * **10.** **SUNY Campus:** Select 030 University at Buffalo  1. When done completing the page, click **Continue**. You will be on the inspection workspace.   **Note:** The inspection is in the **Pending Inspection** state.   1. Click the **Inspections** shortcut (on the IACUC menu) on the left and then the **Calendar** tab. 2. On the calendar, find the inspection you just created. Click the inspection on the calendar to return to the inspection workspace. |

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| Record Findings and Complete an Inspection |
| Role required for this exercise: **Inspector** **Role**  You should still be logged in as the inspector and on the IACUC Inspections page.   1. From the inspection workspace, click **Record Findings**. 2. Type anything you want in the Findings box. You can also add a document for Inspection documents. Click **OK** when done. 3. Click the **Complete Inspection** on the left. 4. Select the **IACUC Committee - Training meeting on 1/19/2017 10:02 AM** and click **OK**.   **Note:** The inspection has moved to the **Inspection Complete** state. |

# 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 Administrator.

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| Create a New Meeting |
| Role required for this exercise: **Committee Administrator**   1. Log in as the Committee Administrator for the IACUC - Training committee. The committee administrator for the committee is your assigned IACUC director.  * **User Name:** <your assigned IACUC director> * **Password:** 1234  1. On the left, click **IACUC** to expand the menu. 2. 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 and select any date in the future. 6. Complete the form and click **OK**. You will return to the meeting workspace.   **Note:** As protocols are assigned to this meeting, they will appear as agenda items on this meeting’s workspace.   1. Click the **IACUC** tab at the top and then the **Meetings** shortcut to go back to the IACUC Meetings page. |

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| Run a Meeting |
| You should still be logged in as the committee administrator and on the IACUC Meetings page.   1. Click **IACUC Committee - Training meeting on 1/19/2017 10:02 AM** meeting to open that meeting’s workspace.   **Remove an Agenda Item**   1. From the meeting’s workspace, click an agenda item name. You will see **Remove From Agenda** on the left. (Do not perform this action.) 2. Click the **Meetings** shortcut to return to the IACUC Meetings page and then open the **IACUC Committee - Training meeting on 1/19/2017 10:02 AM** meeting.   **Send Agenda to Committee Members**   1. From the meeting’s workspace, click **Prepare Agenda** and generate an agenda from a template or add one to the meeting.   **Note:** You can create an agenda from a template, save it, update it manually, and then upload the revised agenda via the Prepare Agenda action.   1. 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. Select the template and click **Generate**. 3. Save the document and update it during the meeting.   After the meeting, from the meeting’s workspace, click **Prepare Minutes** again and then **Add** to find (Browse button) and upload the updated document. |

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| Update Animal Count |
| Role required for this exercise: **PI**   1. Log in as your assigned PI.  * **User Name:** <your assigned PI> * **Password:** 1234  1. On the left, click the **Submissions** link. 2. On the IACUC Submissions page, click the **Active** tab. 3. Find and open the approved protocol for your PI. 4. From the protocol workspace, click **Update Animal Use Count**. 5. Click **Update** for the procedure and type a smaller amount for the number of species used and click **OK**. Click **OK** again to close the window. 6. Log off the IACUC system. |