**Concern Review Process**



**Work Instructions: Pre-Review State**

1. Log into the Click Portal and click on the **IACUC** tab in the top navigation menu.
2. Open the concern from **My Inbox**, by clicking on its **Name**. Alternatively, click the **Concern** link on the left, and then open the **Concern**.
3. An ***IACUC Coordinator*** can be assigned to the **Concern** to see it through the workflow (optional).
* Click **Assign Coordinator**, and then click the **Select** button to assign the appropriate ***Coordinator***. Click **OK**.
* Add **Comments** and/or **Supporting Documents**, if necessary, and then click **OK**.
1. Click the **Edit Concern** button to review the concern. Use the Continue button to move through the **SmartForm** pages, and then click **Exit** or **Finish** to return to the workspace.
2. The coordinator may request clarification from any user in the system and continue editing the concern with further information (optional). Click **Manage Clarification Requests**, and complete the **SmartForm**. Click **OK**.
3. The ***IACUC Coordinator*** may determine that no further action is required based on his or her review, or assign it to a **Committee Meeting** for review.
* If no further action is required: Click **Report as No Action**. Complete the **SmartForm** and click **OK**. Concerns that do not require a committee review will still appear on the committee’s next meeting agenda to inform ***Committee Members*** of the ***Coordinator’s*** determination. The concern moves to the **No Action** state.
* If further action is required: Click **Assign to Meeting**. Complete the **SmartForm** and click **OK**. The concern moves to the **IACUC Review** state.



**Work Instructions: IACUC Review State**

During Committee Review, the *Committee Members* determine if further action is required and whether the Concern is a Deficiency. The *IACUC Coordinator* enters the committee determination, and if applicable, the corrective action instructions or plan, the corrective action due date, and those responsible for performing the corrective action plan.

1. Log into the Click Portal and click on the **IACUC** tab in the top navigation menu.
2. Click the **Meetings** link. Select the appropriate **Meeting** by clicking on its **Name**.
3. On the **Agenda Items** tab, select the appropriate **Concern** by clicking on its **Name**.
4. Click **Submit Committee Determination**.
5. Complete the **SmartForm**, paying special attention to the fields explained below.

**Note:** *Required fields are marked with an asterisk (\*).*
* **Question 1 - Select the determination**Select either Corrective Action Required or No Action.
* **Question 3 - Describe the corrective action plan**Describe the corrective action plan with enough detail so that it can be carried out. You also have the option to add a document in Question 4, if necessary.
* **Question 5 - Assign responsible parties**Click the Add button to search for and assign responsible parties. You can also assign responsible parties within the workspace by clicking Assign Responsible Parties.
1. Complete the rest of the **SmartForm**. Click **OK**.
	* If the determination was No Action: The concern moves to the **No Action** state.
	* If the determination was Corrective Action Required**:** The concern moves to the **Corrective Action** state.



**Work Instructions: Corrective Action State**

During Corrective Action, the responsible parties perform the Corrective Action and when completed, notify the IACUC that the action was completed. During this state, IACUC staff (*Coordinators* and *Directors*) or the *Committee Chairperson* can update the corrective action plan and the system will notify the responsible parties of the updated plan.

Responsible parties will also get a Corrective Action Plan reminder notification prior to the due date, as well as after the due date has passed. Once the responsible parties have completed the corrective action, the IACUC staff or *Chairperson* can confirm the action plan was indeed completed.

1. Log into the Click Portal and click on the **IACUC** tab in the top navigation menu.
2. Click the **Meetings** link. Select the appropriate **Meeting** by clicking on its **Name**.
3. On the **Agenda Items** tab, select the appropriate **Concern** by clicking on its **Name**.
4. Click **Complete Corrective Action**. Complete the **SmartForm**, and then click **OK**.
5. Click **Submit Confirmation**. Complete the **SmartForm**, and then click **OK**.
6. The concern moves to the **Complete** state.

