IACUC

Training Exercises Setup Instructions

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# Introduction

The IACUC training exercises support and reinforce the material covered by the instructor in the IACUC presentation slides and require certain data be set up in the training system. The following setup instructions are for IACUC v 7.2.1.

# Instructor Checklist

**Note:** When reusing any training material, you may need to edit it to account for differences between audiences and campuses being trained.

|  |  |
| --- | --- |
| **Item** | **Ready** |
| 1. IACUC training environment   Set up with the data required for the training exercises and the sample protocol. |  |
| 1. IACUC presentation slides |  |
| 1. IACUC Exercises document |  |
| 1. IACUC Sample protocol document |  |
| 1. IACUC Work Instructions (as needed for reference) |  |

# IACUC Training Environment

## User Account Setup

Ensure trainees have their own unique users for logging into the system and performing the training exercises. A bulk import spreadsheet was created with the user accounts listed below:   
**SUNY\_IACUCTraining\_BulkImportTestUsers.xls**

Refer to the data loading instructions in the IACUC Deployment Guide for your release.

|  |  |  |
| --- | --- | --- |
| **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 |

## Research Team Setup

Create a research team and add all PIs as team members to the research team.

## Protocol Setup

Create a protocol and move it through the workflow until it is in the Approved state. Ensure the protocol has gone through some reviews so these will appear on the Reviews tab of the protocol workspace.

## Standard Substances and Procedures Setup

Ensure the standard substances and procedures contained in the following bulk import spreadsheet have been loaded into the training system: **SUNY\_IACUCTraining\_BulkImportStProceduresSubstances.xlsx**

Refer to the data loading instructions in the IACUC Deployment Guide for your release.

## Committee and Meeting Setup

1. Log into the site as site administrator.
2. Click the **Meetings** link on the left.
3. Click **Create New Committee** and create the following committee and meeting.

**Note:** The training exercises document will need to be updated to refer to the committee and meeting that you set up.

**Committee Details**

|  |  |
| --- | --- |
| Field Name | Setting |
| Committee Type: | IACUC Animal Care and Use Committee |
| Name: | IACUC - Training |
| SUNY Campus: | 030 University at Buffalo |
| Committee Administrators: | 030iacucd1-20  **Note:** Set up the IACUC director as the committee administrator. |
| Committee Members: | 030iacuccch (chairperson)  030iacuccomm1-20 (committee members) |

**Meeting Details**

|  |  |
| --- | --- |
| Meeting Date and Start Time: | Any future date |
| Meeting Date and Start Time: | Any future date (This should be a date after the training class date.) |
| Location: | Type any location, for example, Buffalo |
| Meeting Name: | IACUC Committee Meeting |

## Other Items

* Upload some sample documents to the Library in the training environment.
* For designated member review exercises, you must move the protocol from the **Grace Period** state to the **Designated Reviewer Assignment** state. To do so, you must log into the training site with an administrator account:

1. In the top navigator, click **Site Administration**.
2. On the Site Administration page, click the **Site Options** tab.
3. Under Site Management, click **Scheduled Background Operations**.
4. Under IACUC - Daily Tasks, select the **Batched Protocols in Grace Period** check box.
5. Click **Scheduling** in the top right and set the date to today's date and a few minutes in the future.
6. Log off and back on as the IACUC coordinator. Wait a few minutes. The protocols will move from the **Grace Period** state to the **Designated Reviewer Assignment** state.