**Administrative Review: IACUC Review – Committee Review**

**Work Instructions: Assign to Meeting**

When undergoing a full committee review, a submission is assigned to an IACUC Meeting. The results of the meeting are recorded in the Submit Committee Review activity.

1. Log into the Click Portal and click on the **IACUC** tab in the top navigation menu.
2. Locate the appropriate protocol from the **In-Review** tab, and click on its **Name**.
3. Under **My Current Actions**, click **Assign to Meeting.**
* Select the appropriate **Meeting**.
* Add any **Comments** and/or **Supporting Documents** as needed, and then click **OK**.

**Note:** *If you must reassign the protocol to a different Meeting, click Remove from Agenda, then repeat the Assign to Meeting process.*

**Work Instructions: Assign Reviewers**

1. Click the **IACUC** tab in the top navigation menu, and then click the **Meetings** link.
2. Click on the **Name** of the appropriate meeting from the **Upcoming Meetings** tab.
3. You have the option to assign the submission to a reviewer who will lead the discussion regarding the submission at the **Meeting**. Click **Assign Reviewers**, then complete the **SmartForm**:
* Click the **Update** button to the left of the submission.
* Click the **Add** button, and then click **Select** to locate the desired **Reviewer**. Click the **OK** button.
* Select the appropriate **Role** and then click the **OK** button.
* Click the **Add** button again to add additional **Reviewers**, or click the **OK** button to return to the **Assign Reviewers** window.
* Click **Update** to repeat the process for additional submissions.
* Indicate whether you wish to notify the **Reviewers v**ia a system-generated email. Click **OK** when you are finished.

**Note:** *The Assign to Meeting and Assign Reviewers activities are not available if the assigned IACUC Meeting has convened.*

**Work Instructions: Request Clarification**

1. Click the **View Protocol** button to review the submission; use the **Continue** button to move through the **SmartForm** pages.
* Click **Add** in the **Reviewer Notes** bar to add notes on any of the **SmartForm** pages.
* Click the **Exit** or **Finish** button to return to the workspace.
1. A ***Committee Member*** may request a clarification that he or she wants the ***Principal Investigator (PI)*** to address prior to the **IACUC Meeting**.
2. Under **My Current Actions**, click **Request Clarification by Committee Member.**
3. Complete the page, making note of the change or additional information required. At this stage in the review process, the submission is not editable for the ***PI***, so the ***Committee Member*** would ask if the investigator is willing to make changes to secure a determination of **Modifications Required to Secure Approval**.
4. Click **OK**. The submission moves to the **Clarification Requested** state.

**Note:** *If the PI does not respond to the clarification request, the Committee can still submit the Committee Review.*



**Work Instructions: Submitting the Committee Review**

1. To record the results of the **IACUC Meeting** for this submission, click **Submit Committee Review**.
2. Complete the page, paying special attention to the fields listed below:

**Note:** *Required fields are marked with an asterisk (\*).*
* **Question 1 – Determination**Select from Approved, Approval Withheld, and Modifications Required to Secure Approval.
* **Question 2 - Last day of annual review period**The system enters this date, but it can be changed. Specify the last day of the annual review period; typically, this is: (Date of Approval) + (1 year) – (1 Day).
* **Question 3 - Last day of triennial approval period**The system enters this date but it can be changed. Specify the last day of the triennial approval period; typically, this is: (Date of Approval) + (3 years) – (1 Day).
* **Question 5 - Approval date**Specify the date the IACUC decision was made. Select the date the IACUC Committee made the decision, not the date that you are submitting the Committee Review.
* **Question 6 - Identify the modifications required or reasons for withholding approval**This field becomes required if the determination is either Approval Withheld or Modifications Required to Secure Approval.
1. Click **OK**. The submission moves to the **Post-Review** state.

**Note:** *If the determination of Modifications Required to Secure Approval is selected, the submission moves to the Modifications Required state.*

