Click IACUC: Basic Navigation

The objective of this quick guide is to provide Principal Investigators and Research Teams with an overview of basic system navigation in the Click IACUC module. It will introduce you to some of the key components of the main pages and cover some helpful tips for navigating through the system. The main pages identified in this document are:

Dashboard
IACUC Homepage
**Research Team Workspace**
Protocol Workspace

1. Click System Login

The Click system modules are part of Michigan State University's enterprise systems, so logging in will involve use of the university's multi-factor authentication solution (MFA or Okta Verify). There is a tile available within EBS (see image on the right).

Users can also access the various Click modules via:

https://orrs.msu.edu/click/index.html

Example: Access IACUC module via selection of the IACUC tile:
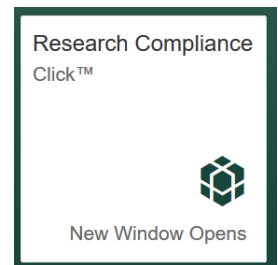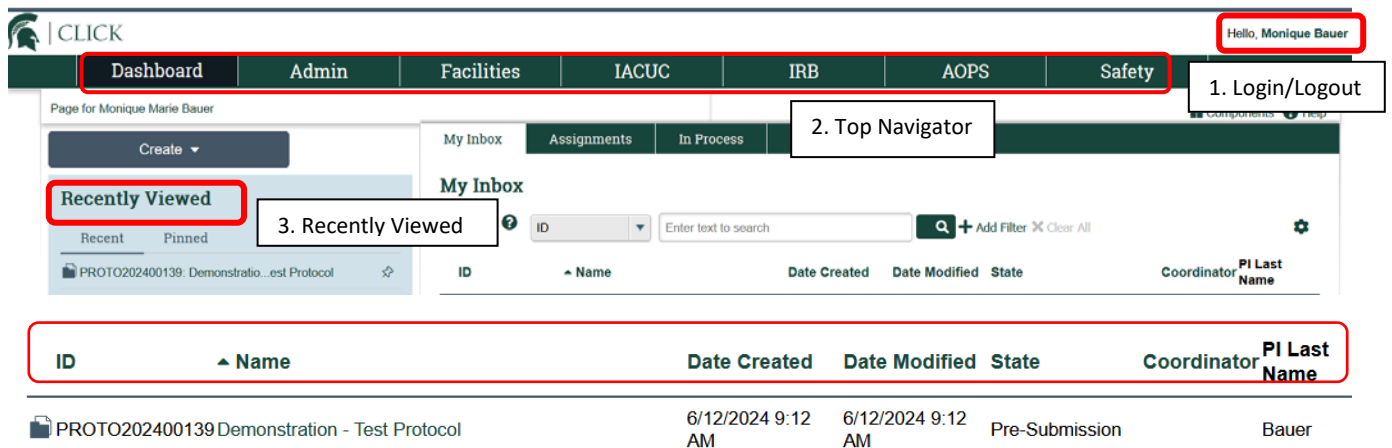
2. Dashboard

After login, users arrive at the *Dashboard* page.

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Dashboard/My Inbox shows all the submissions that require your attention or an action from you in order to proceed to the next step in the review process. This page should be thought of as a to-do list. Key navigation elements to be aware of on this page include:

1. Login/Logout – which indicates your login status or allows you to log out of the system
2. Top Navigator – which has tabs for you to navigate to different modules within the system
3. Recently Viewed – which allows the user to quickly navigate to a recently viewed item (e.g., Protocol, Amendment, Research Team, Procedure, etc.)

The columns in the table on the **My Inbox** page provide information about the protocols in your to do list. Specifically:

- ID – lists the system generated identifier for the submission
- Name – provides the protocol title
- Date Created – lists the date the protocol was initially created and saved in the system
- Date Modified – lists the date the protocol was most recently updated and saved
- State – indicates the status of the protocol in the review workflow
- Coordinator – provides the name of a member of the IACUC office assigned to manage the submission
- PI last name – lists last name of the Principal Investigator on the protocol

Some features to note in the **My Inbox** table (and other tables within Click) are:

- The ability to sort by column headers: You can click on a column heading to sort in ascending or descending order (ID, Name, Date Created, Date Modified, State, and Coordinator)
- The filter feature: You can use the filter feature to help reduce the number of items that appear within **My Inbox**. For example:
    - sort by Date Created to find oldest or most recent items
    - sort by State to get an idea of what actions need to be taken next
    - sort by Name to find a specific protocol
    - use wild card (percent symbol --%) to use a single word within the name to help find the protocol
    - add additional filters to help further refine a search
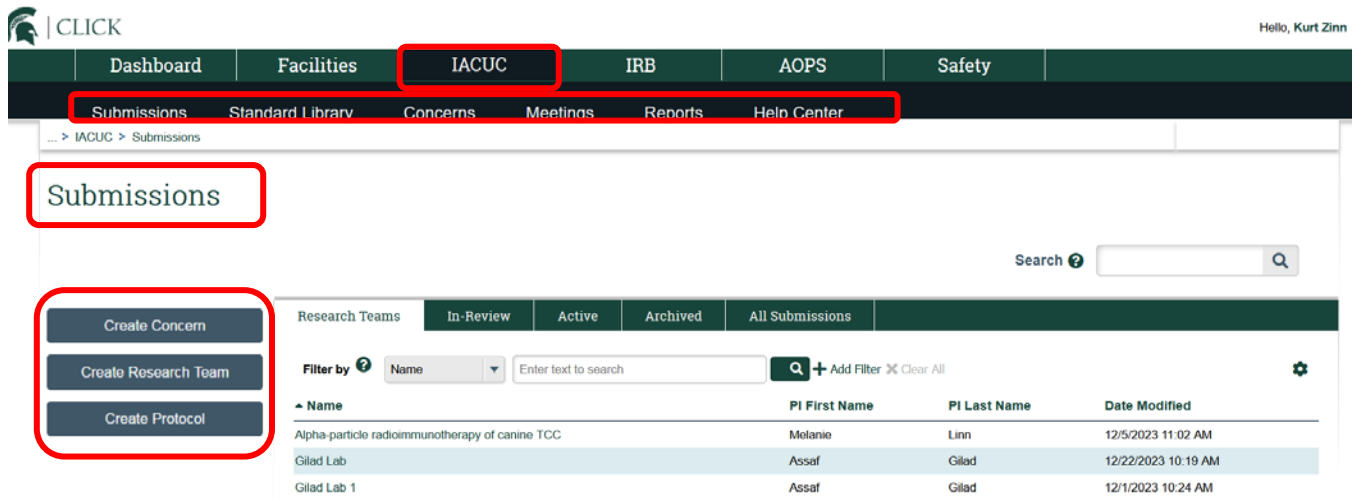
My Inbox	Assignments	In Process				

My Inbox

Filter by ⓘ

Sort Feature

| | ID | ▼ | %202400139 | 🔍 ➕ Add Filter ✖ Clear All | Filters | ⚙ |
| | Name | ▼ | Demonstration | ✖ Remove Filter | | |

ID	▲ Name	Date Created	Date Modified	State	Coordinator	PI Last Name
📄 PROTO202400139	Demonstration - Test Protocol	6/12/2024 9:12 AM	6/12/2024 9:12 AM	Pre-Submission		Bauer

1 items ◀ page 1 of 1 ▶ 10 / page

Protocols displayed in your **My Inbox** can be accessed by selecting (clicking) the item within the Name column.

3.   IACUC Homepage

From the *My Inbox* page, users navigate to the *IACUC Homepage* by selecting the appropriate tab in the top navigation bar.

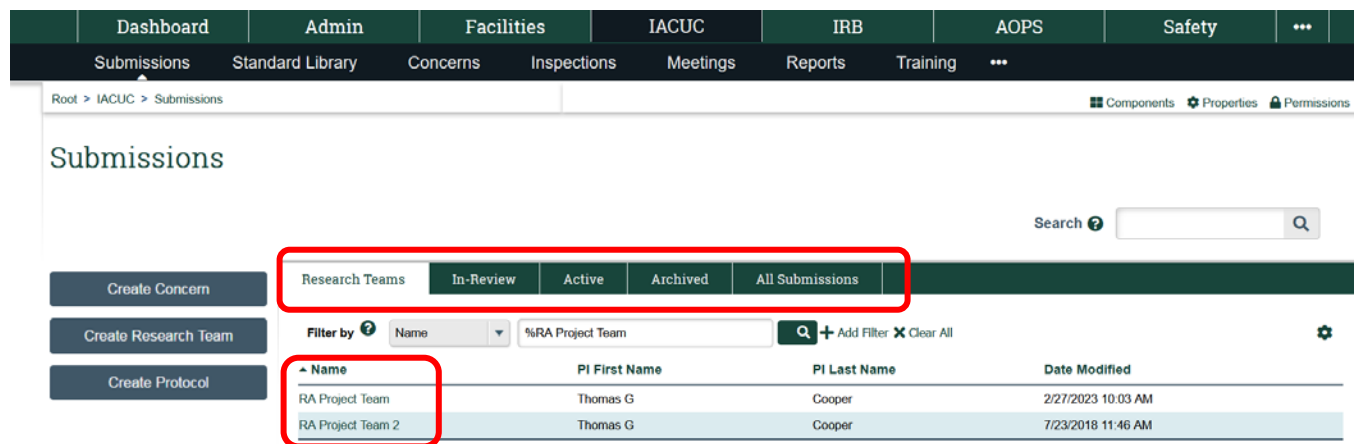On the *IACUC Homepage* are the following elements:

- The sub-navigator bar, which has links to various pages in the system
    - Submissions – this is the default page you will land on when clicking the IACUC tab, and where you will begin creating protocols
    - Standard Library – which contains lists of the standard procedures and substances available for use by all researchers at the University
    - Reports – which links to reports you can run for information related to any protocol you are listed on as an investigator or protocol team member
    - Help Center – which contains additional guides for system use
- On the left side of the screen are buttons for protocol related actions: on this page you will see the Create Concern, Create Research Team, and Create Protocol buttons

Note: If you have not created a Research Team in the IACUC module yet, you will not see the Create Protocol button. In order to start creating protocols, you will need to create a Research Team. For help creating a Research Team, please see the quick guide or video on how to get started in five steps (https://animalcare.msu.edu/click/resources.html).

![Michigan State University]

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In the center of the submissions page, there are several important tabs:

- Research Teams – lists all the teams on which you are the PI or listed as a team member
- In-Review – includes submissions pending a review action; these states include Pre-Review, Designated Review, Clarifications Requested, Modifications Required, Approval Withheld, and Post-Review
- Active – lists submissions that are in a final state, most commonly Approved
- Archived – lists submissions that have been closed or discarded
- All Submissions – lists all of your IACUC protocols within the system, regardless of their state of review

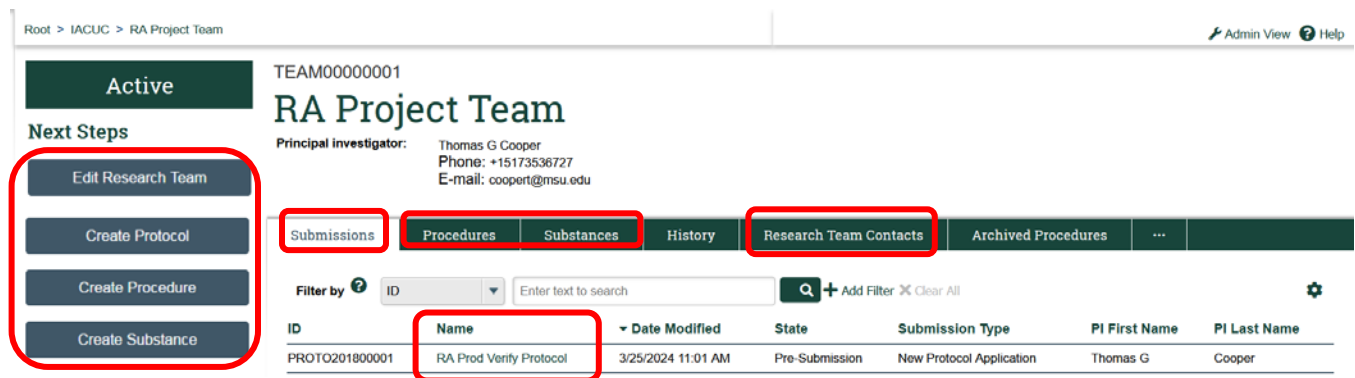Selecting the name of a team from the *IACUC Homepage* listed in the Research Team tab opens the Research Team's workspace (demonstration - RA Project Team).

4.   Research Team Workspace

On the **Research Team Workspace**, new buttons for protocol-related actions are displayed on the left:

- Edit Research Team – allows updates to be made regarding the Research Team members
- Create Protocol – initiates the process of creating a protocol to submit for IACUC review
- Create Procedure/Create Substance – allows creation of procedures or substances for the Research Team's use on protocols

Like the **IACUC Homepage**, the **Research Team Workspace** has several tabs in the center of the page. For new users, the tabs of most immediate importance are:

- Submissions – which lists all of the Research Team's protocols, amendments, and protocol-related submissions; all submissions for the team are listed here, regardless of the state the submission is in
- Procedures/Substances – list all of the standard procedures and standard substances, as well as all of the Research Team's active procedures and substances
- Research Team Contacts – provides a list of all the people on the Research Team and their roles on the team

To view previously approved protocols, or to resume work on a protocol that has not yet been submitted to the IACUC, click on the link embedded in the protocol name. This will bring you to the **Protocol Workspace**.
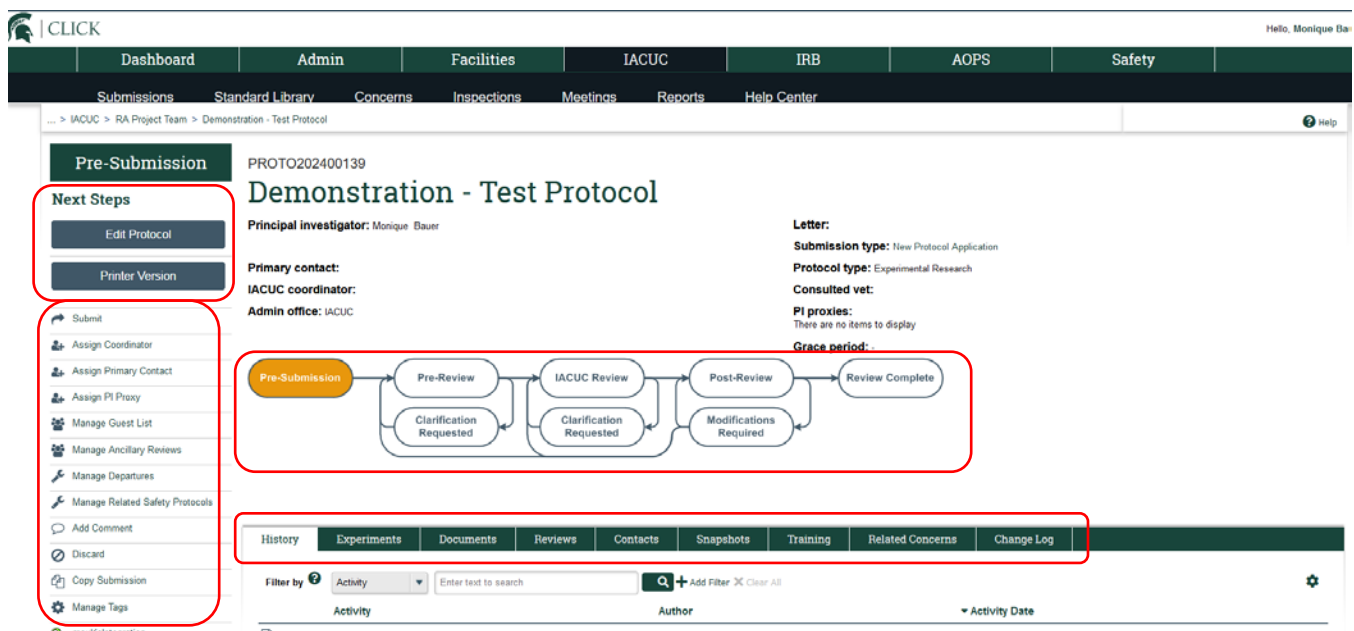
5. Protocol Workspace

The **Protocol Workspace** contains summary information about specific protocols, such as the submission's state in the review workflow. Important new elements users see on the **Protocol Workspace** are the activities that appear in the left margin. Some key activities include:

- Submit – PIs use this to submit a protocol to the IACUC for review
- Add Comment – PIs and Research Team members can communicate with the IACUC office and committee regarding protocol review within the system
- Copy Submission – PIs and Research Team members can create copies of protocols to use for new submissions

Other notable features on the **Protocol Workspace** include the following:

- Buttons in the left margin – Edit Protocol and Printer Version
- Workflow graphic depicting the protocol's review state
- Tabs that capture protocol details – History, Experiments, Documents, Reviews, Contacts, etc.

For further details about creating, editing, and submitting a new protocol, please see additional support materials at https://animalcare.msu.edu/click/resources.html .

For further support within the Click IACUC Module, please contact the IACUC Administrative Office (iacuc@msu.edu, 517-432-8103) or the Click Help Desk (clickhelpdesk@msu.edu, 517-355-2000).