

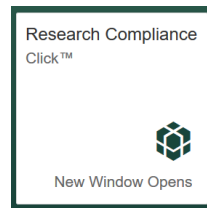


Click IACUC: Amendment Creation and Submission

The objective of this quick guide is to help Principal Investigators initiate a protocol Amendment within the Click IACUC module. This document provides an overview of the Amendment creation and submission process.

1. Login to Click System.

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 below).



Users can also access the various Click modules via:

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

Example: Access the IACUC module via selection of the IACUC tile:



Click IACUC Login

Manage IACUC Submissions [Login](#)



Click IACUC: Amendment Creation and Submission

After login, you will arrive at your **My Inbox (Dashboard)** page, then select **IACUC**, and finally select your **Research Team**.

The screenshot shows the top navigation bar with 'Dashboard' highlighted in a red box. Below it, the 'My Inbox' section is also highlighted in a red box. The 'My Inbox' section includes a search bar and a table with columns: ID, Name, Date Created, Date Modified, State, and Coordinator PI Last Name.

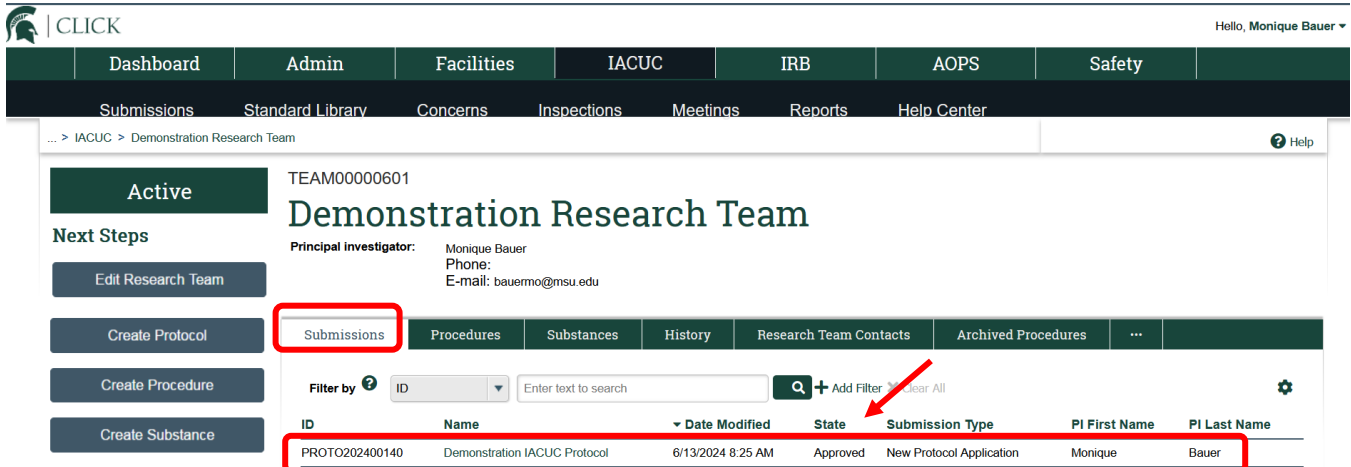
The screenshot shows the 'IACUC' menu item highlighted in a red box. Below it, the 'Submissions' page is displayed with the 'Research Teams' tab highlighted in a red box. The page shows a table with columns: Name, PI First Name, PI Last Name, and Date Modified. A single row is visible: Demonstration Research Team, Monique, Bauer, 6/12/2024 12:53 PM.

Name	PI First Name	PI Last Name	Date Modified
Demonstration Research Team	Monique	Bauer	6/12/2024 12:53 PM

Click IACUC: Amendment Creation and Submission

2. Locate Protocol.

Within the **Submissions** tab on your **Research Team**, locate the approved protocol. The state will be listed as **Approved**.



CLICK | Hello, Monique Bauer

Dashboard Admin Facilities IACUC IRB AOPS Safety

Submissions Standard Library Concerns Inspections Meetings Reports Help Center

... > IACUC > Demonstration Research Team

Active TEAM00000601
Demonstration Research Team

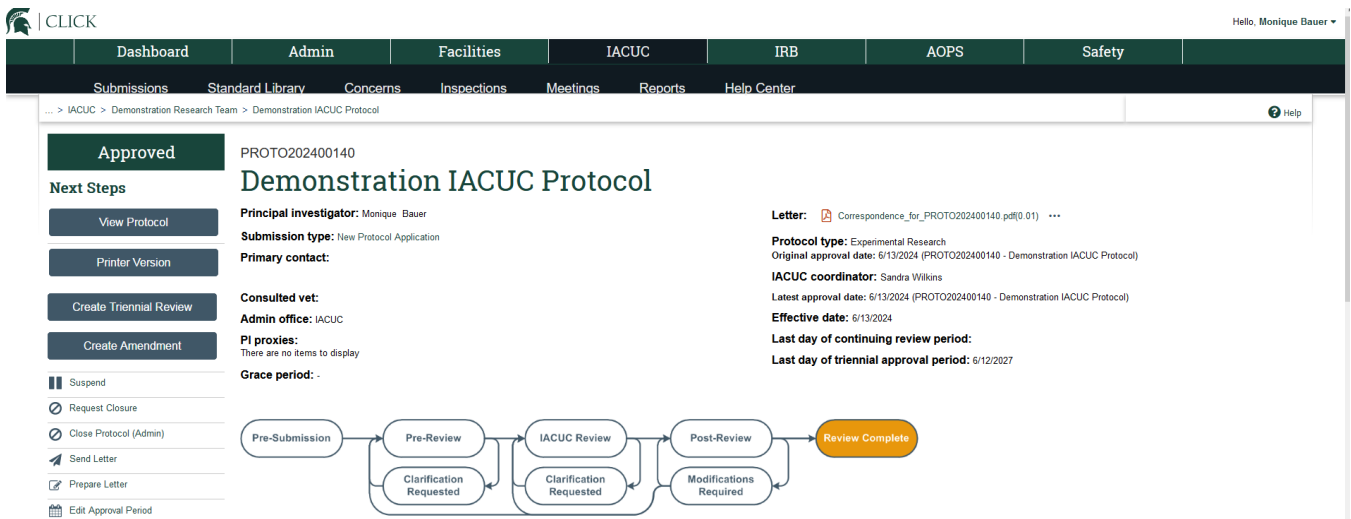
Principal investigator: Monique Bauer
Phone:
E-mail: bauemo@msu.edu

Submissions Procedures Substances History Research Team Contacts Archived Procedures ...

Filter by ID Enter text to search + Add Filter Clear All

ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name
PROTO202400140	Demonstration IACUC Protocol	6/13/2024 8:25 AM	Approved	New Protocol Application	Monique	Bauer

Select the protocol and open the protocol to view the workspace.



CLICK | Hello, Monique Bauer

Dashboard Admin Facilities IACUC IRB AOPS Safety

Submissions Standard Library Concerns Inspections Meetings Reports Help Center

... > IACUC > Demonstration Research Team > Demonstration IACUC Protocol

Approved PROTO202400140
Demonstration IACUC Protocol

Principal investigator: Monique Bauer
Submission type: New Protocol Application
Primary contact:

Consulted vet:
Admin office: IACUC
PI proxies:
Grace period: -

Letter: Correspondence_for_PROTO202400140.pdf(0.01) ...

Protocol type: Experimental Research
Original approval date: 6/13/2024 (PROTO202400140 - Demonstration IACUC Protocol)
IACUC coordinator: Sandra Wilkins
Latest approval date: 6/13/2024 (PROTO202400140 - Demonstration IACUC Protocol)
Effective date: 6/13/2024
Last day of continuing review period:
Last day of triennial approval period: 6/12/2027

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    graph LR
      Pre-Submission --> Pre-Review
      Pre-Review --> IACUC_Review[IACUC Review]
      IACUC_Review --> Post-Review
      Post-Review --> Review_Complete[Review Complete]
      Pre-Review --> Clarification_Requested_1[Clarification Requested]
      Clarification_Requested_1 --> Pre-Review
      IACUC_Review --> Clarification_Requested_2[Clarification Requested]
      Clarification_Requested_2 --> IACUC_Review
      Post-Review --> Modifications_Required[Modifications Required]
      Modifications_Required --> Post-Review
  
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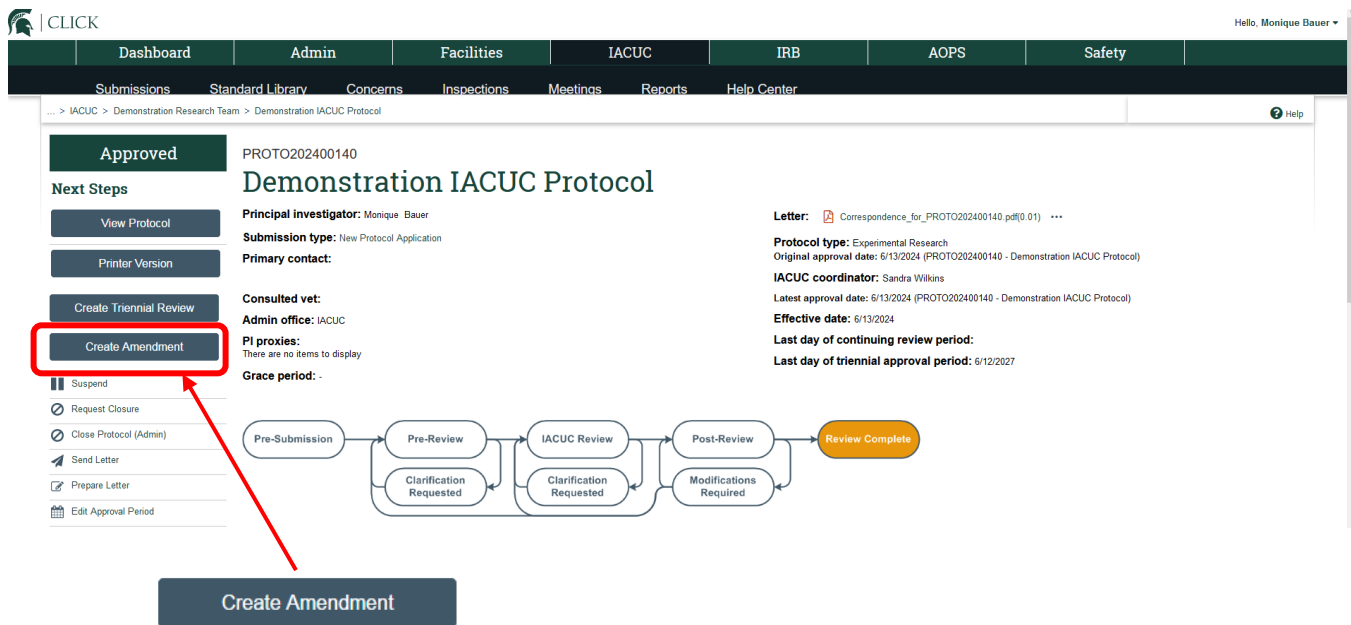
Next Steps

- View Protocol
- Printer Version
- Create Triennial Review
- Create Amendment
- Suspend
- Request Closure
- Close Protocol (Admin)
- Send Letter
- Prepare Letter
- Edit Approval Period

Click IACUC: Amendment Creation and Submission

3. Select Create Amendment.

From the protocol workspace, select **Create Amendment**.



The screenshot shows the CLICK interface for a protocol workspace. The top navigation bar includes Dashboard, Admin, Facilities, IACUC, IRB, AOPS, and Safety. The main content area displays protocol details for PROTO202400140, including the principal investigator (Monique Bauer), submission type (New Protocol Application), and various dates. A sidebar on the left contains several action buttons, with 'Create Amendment' highlighted by a red box. A red arrow points from this button to a separate 'Create Amendment' button located below the screenshot.

Selecting the **Create Amendment** button will open the Amendment cover page that describes the type of Amendment. Please note only one Amendment may be in process at a time.

Answer all questions on this page:

- **Q1. Amendment short title.** This question is automatically populated; this information can be updated with a description. For example, 'Amendment for PROTO2024000140'.
- **Q2. Select all of the applicable categories for this amendment.** Use the checkboxes to select all applicable categories; one or multiple checkboxes may be selected.
- **Q3. Describe the rationale for the changes and provide description on any of the selected items above.** Provide a brief narrative on the categories selected in Question #2.
- **Q4. Is this study PHS funded?** Answer this question; if the answer is Yes, additional information is required.



Click IACUC: Amendment Creation and Submission

Amendment Summary

Only one amendment can be active at one time.

Active follow-on submissions for this protocol:

ID	Name	Date Modified	State
There are no items to display			

1. * Amendment short title:

Amendment for PROTO202400140

2. * Select all of the applicable categories for this amendment:

Category	Description
<input type="checkbox"/> Change in personnel	All personnel must be listed and complete all required training before approval is granted. Please assign personnel to procedures on the Procedure Personnel Assignment page and update question #2 of the Disposition page as applicable.
<input type="checkbox"/> Change in title and/or funding source	If you change your title and/or funding source, you must update question #2 on the Animal Number Summary page.
<input type="checkbox"/> Change/addition in currently approved procedure/manipulations	
<input type="checkbox"/> Change in species	
<input type="checkbox"/> Change/addition in drugs/compounds administered	
<input type="checkbox"/> Change in duration, frequency, or number of procedures performed on an animal	
<input type="checkbox"/> Change in method of euthanasia	
<input type="checkbox"/> Increase in number of animals	If you increase your animal numbers, you must update questions #1 and #2 on the Animal Justification page and update question #2 on the Animal Number Summary page. Please review and update the Breeding page as applicable.
<input type="checkbox"/> Other	Please describe below.

3. * Describe the rationale for changes and provide description on any of the selected items above.

4. * Is this study PHS funded?

Yes No [Clear](#)



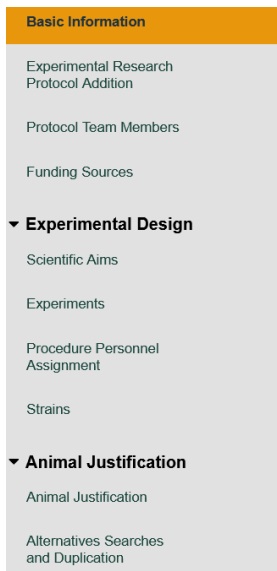
Click IACUC: Amendment Creation and Submission

After completing the required questions, select **Save** and then **Continue** to enter the Amendment information into the protocol pages.

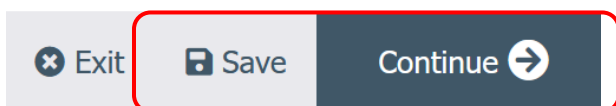


4. Add Information to the Amendment.

Use the **File Menu** to navigate between the protocol pages and add updated information.



After all updates have been completed, select **Save and Exit** and return to the Amendment workspace.





Click IACUC: Amendment Creation and Submission

5. Submit Amendment.

From the Amendment workspace, select **Submit** along the left side to send the submission to the IACUC office.

The screenshot shows the 'Pre-Submission' workspace for amendment AMEND202400275. The title is 'Amendment for PROTO202400140'. The principal investigator is Monique Bauer. The submission type is 'Amendment', protocol type is 'Experimental Research', and there are no PI proxies. A workflow diagram illustrates the process: Pre-Submission leads to Pre-Review, which can lead to IACUC Review or Clarification Requested. IACUC Review can lead to Post-Review or Clarification Requested. Post-Review can lead to Review Complete or Modifications Required. Clarification Requested can lead back to Pre-Review or IACUC Review. Modifications Required can lead back to Post-Review.

Then, the PI attestation window will appear for verification; after reviewing, select **Ok**.

The 'Submit' window contains the following text:

As the principal investigator, I certify that

- I agree to abide by all federal and state regulations, Michigan State University (MSU) policies and Institutional Animal Care and Use Committee (IACUC) guidelines concerning the use of animals.
- I agree that all use of vertebrate animals will be covered by a protocol that has been reviewed and approved by the MSU IACUC and that IACUC approval must be obtained before ordering animals and/or performing any animal procedures described in this form.
- I will promptly notify the Attending Veterinarian or designee regarding any unexpected study results that negatively impact the animals, including any unanticipated pain or distress and/or morbidity or mortality.
- I agree that any proposed changes to this protocol will be requested by sending an amendment outlining the changes. IACUC approval must be obtained before performing the revised animal procedures described therein.
- I will maintain appropriate animal records (e.g., census, health, veterinary care, euthanasia, surgery, diagnostic, anesthesia, etc.).
- I will do everything within my power to safeguard the health and well-being of each animal under this protocol.
- I accept responsibility that all personnel working on this project are aware of and will follow the approved procedures outlined in this form. I assure personnel are adequately trained and have demonstrated competence in the animal procedures.
- I understand that approval of projects is for a maximum of three years from the date of approval. I understand that the IACUC can call for a complete re-review of the project as needed.
- By submitting this form, I agree to protocol-related activities including post approval monitoring, equipment maintenance, and communications with representatives of the IACUC at least annually.

1. Comments:

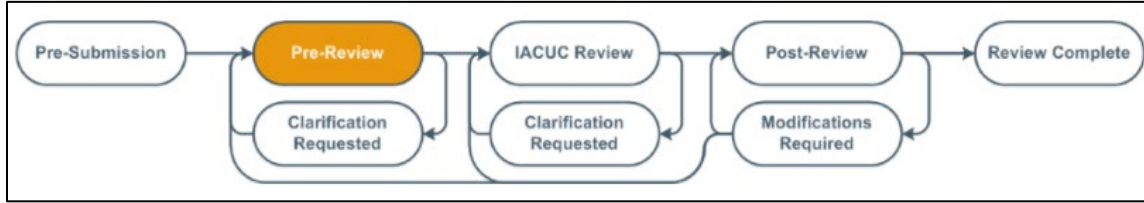
2. Supporting documents:

At the bottom right, the 'OK' button is highlighted with a red box.

The Amendment has now been sent to the IACUC administrative office for processing.



Click IACUC: Amendment Creation and Submission



From the Amendment workspace, the system allows you to easily navigate to the IACUC protocol (*breadcrumbs*). Selecting the IACUC Protocol, the system will direct you to the IACUC protocol workspace.

Root > IACUC > Demonstration Research Team > **Demonstration IACUC Protocol** > Amendment for PROTO202400140

To view the Amendment, start at the protocol workspace and locate the Amendment from the **History** tab or the **Follow-On Submissions** tab.

PROTO202400140

Demonstration IACUC Protocol

Principal investigator: Monique Bauer

Submission type: New Protocol Application

Primary contact:

Consulted vet:

Admin office: IACUC

PI proxies:

There are no items to display

Grace period: -

Letter: Correspondence_for_PROTO202400140.pdf[0.01] ...

Protocol type: Experimental Research

Original approval date: 6/13/2024 (PROTO202400140 - Demonstration IACUC Protocol)

IACUC coordinator: Sandra Wilkins

Latest approval date: 6/13/2024 (PROTO202400140 - Demonstration IACUC Protocol)

Effective date: 6/13/2024

Last day of continuing review period:

Last day of triennial approval period: 6/12/2027



History	Experiments	Animal Counts	Documents	Reviews	Contacts	Snapshots	Training	Follow-on Submissions	Related Concerns
Filter by <input type="text" value="ID"/> <input type="text" value="Enter text to search"/> <input type="button" value="Q"/> + Add Filter <input type="button" value="X"/> Clear All									
ID	Name	Date Modified	State	IACUC Coordinator					
AMEND202400275	Amendment for PROTO202400140	6/13/2024 1:02 PM	Pre-Submission						

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).