

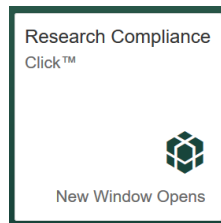


Click IACUC: How to Get Started in 5 Steps

The objective of this quick guide is to help Principal Investigators and Research Teams get started in the Click IACUC module.

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.



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:



Click IACUC Login
Manage IACUC Submissions [Login](#)

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

Page for Monique Marie Bauer

Dashboard Admin Facilities IACUC IRB AOPS Safety

My Inbox Assignments In Process

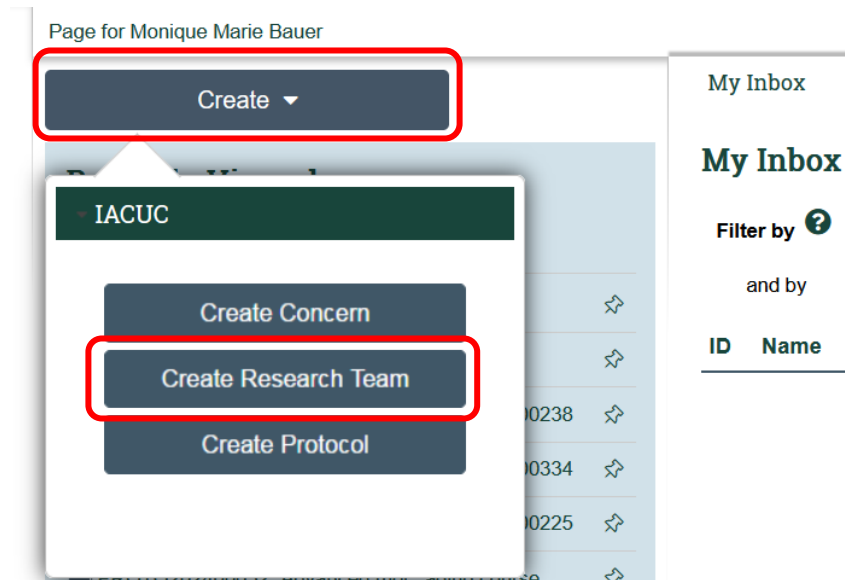
Filter by ID Enter text to search + Add Filter X Clear All

ID	Name	Date Created	Date Modified	State	Coordinator	PI Last Name
PROTO202400139	Demonstratio...est Protocol					

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2. Create Research Team

Before a Principal Investigator can initiate a protocol, a Research Team must be created. From My Inbox, select the **Create** button at the top of the page to display selection items; select the **Create Research Team** button.



First, define the team name, Principal Investigator, team members, and default species.

It is important to note that all members of a Research Team defined on this page may view all protocols on the Research Team. It is possible to create more than one Research Team if needed or assign specific individuals on the protocol level only.

If your laboratory uses more than one species, a default species is not required to be selected – this question is optional.



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Creating New: Research Team

Research Team Information

- * Research team name:**
- * Principal investigator:**
- Team members:**

+ Add

Name	Role	Involved in Animal Handling	Authorized To Order Animals	E-mail	Phone	Degrees and Certifications	Emergency Contact Information
There are no items to display							
- Team default species:**

Select the **Save** button then select the **Return to Workspace** button. You are brought to the Research Team workspace and ready to begin building a protocol.

... > IACUC > Demonstration Research Team Help

Active TEAM00000601

Demonstration Research Team

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

Create Protocol (highlighted)

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

Filter by: Activity Q + Add Filter X Clear All

Activity	Author	Activity Date
Research Team Created	Bauer, Monique	6/12/2024 12:05 PM



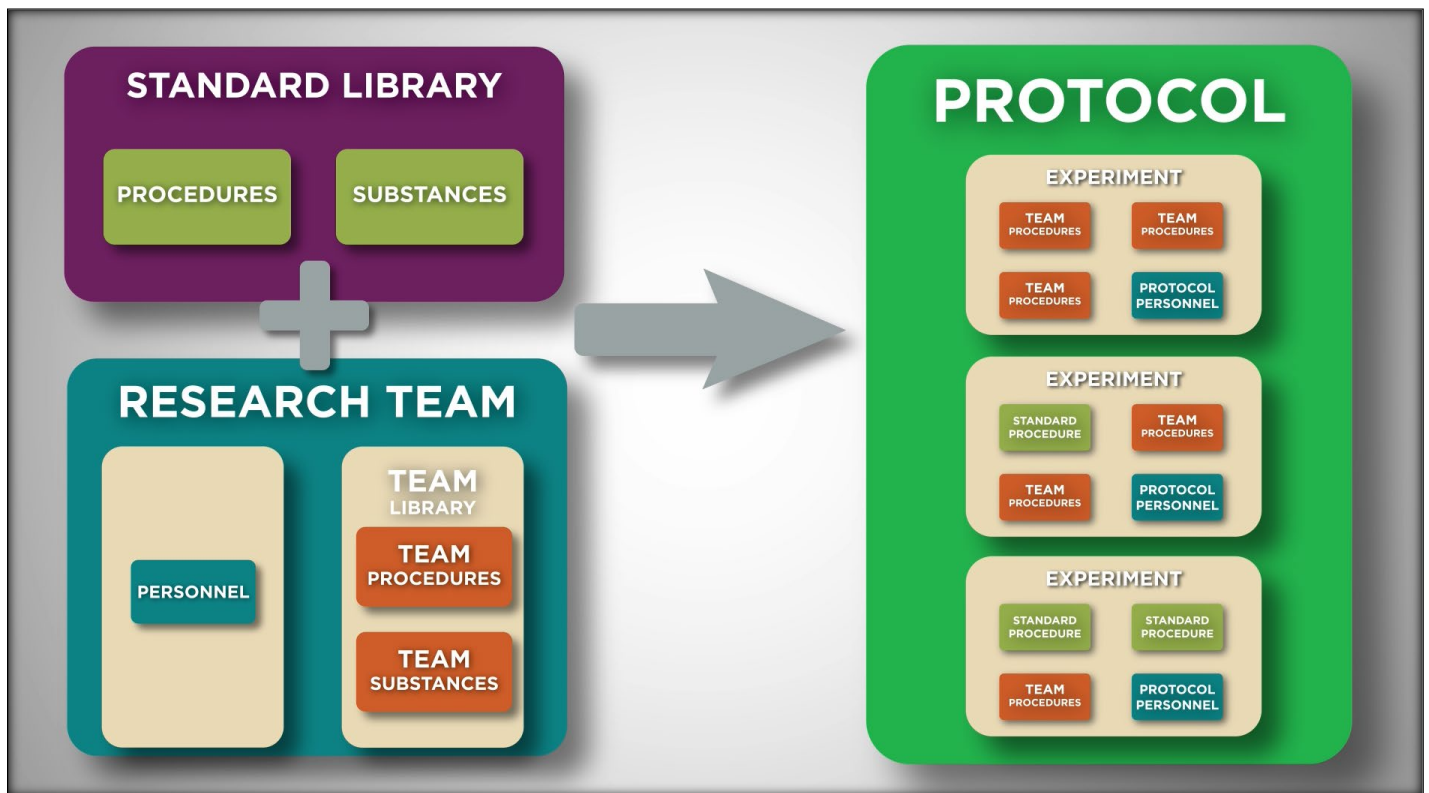
Click IACUC: How to Get Started in 5 Steps

3. Develop a Protocol Plan

Within the Click IACUC module, the protocol construction process is based on the building block approach.

- The Standard Library houses IACUC approved procedures and substances
- The Research Team will house the team procedures and substances
- To create a protocol, a PI builds experiments based on the procedures and substances, then combines the experiments into a comprehensive research protocol

Understanding the protocol structure first will allow the Principal Investigator to develop a protocol plan – this will include defining which specific procedures and substances will need to be created for their team prior to initiating a protocol within the system.





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4. Create Substances and Procedures

To create substances and procedures, begin at your Research Team workspace. The Procedures and Substances tabs are located along the center of the page.

... > IACUC > Demonstration Research Team Help

Active TEAM00000601
Demonstration Research Team
Principal investigator: Monique Bauer
Phone:
E-mail: bauermo@msu.edu

Edit Research Team

Create Protocol **Submissions** **Procedures** Substances History Research Team Contacts Archived Procedures ...

Create Procedure
Create Substance

Filter by Activity + Add Filter × Clear All ⚙️

Activity	Author	Activity Date
Research Team Created	Bauer, Monique	6/12/2024 12:05 PM

These tabs house Standard Procedures and Standard Substances already approved by the IACUC. Standard Procedures and Substances may be selected for your team’s research at any time. Once team procedures and substances have been created, these will be available exclusively to your research team.

To create your own procedures and substances, select buttons along the left side of the Research Team workspace: **Create Substance** and **Create Procedure**.



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After selecting the **Create Substance** button, a page will open where substance details are required:

- First, name the substance in Question 1;
- Categorize based on the substance types listed in Question 2, noting that more than one selection can be made; and
- Indicate if the substances is hazardous in Question 3. If the substance is hazardous, select the hazardous classifications that appear, noting that more than one selection can be made.
- If there are any supporting documents or safety documentation, please attach under Question 4 by selecting the **Add** button.
- Once the page is complete, select the **Save and Return to Workspace** buttons.

CLICK Hello, Monique Bauer

Creating New: Substance

Substance Information

1. * Name:

2. * Substance types: (select all that apply, contact Environmental Health and Safety (EHS) Team with questions regarding the classification of substances at 517-355-0153 or ehs@msu.edu)

- Analgesic
- Anesthetic
- Antibiotic
- Biological Agent
- Cell Line
- Chemical Agent
- Controlled Substance
- Human Derived Material
- Radioactive Agent
- Other

3. * Is this a hazardous agent: (Contact Environmental Health and Safety (EHS) Team with questions regarding the classification of substances at 517-355-0153 or ehs@msu.edu)

Yes No [Clear](#)

4. Supporting documents:

Instructions: Attachment of Safety Data Sheet (SDS) may expedite review process.

[+ Add](#)

Document Name	Date Modified
There are no items to display	

[Exit](#) [Save](#) [Return to Workspace](#)

After clicking **Save**, it becomes a team substance available to your Research Team and ready for incorporation into a procedure.

After selecting the **Create Procedure** button on the protocol workspace, the first procedure page opens and the following information is required:

- First, name the procedure in Question 1;
- Select the procedure type based on the task to accomplish in Question 2; and
- Choose the species in Question 3.
- Once the page is complete, select the **Continue** button.



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Procedure Identification

1. * Name of the procedure or surgery:

2. * Select procedure type: ?

- Antibody Production
- Behavioral
- Euthanasia
- Food or Fluid Restriction
- Food or Fluid Restriction Unrelated to Surgery
- Genotyping/Identification
- Imaging
- Irradiation
- Non-Survival Surgery
- Other Non-Surgical Procedures
- Physical Restraint
- Prolonged Physical Restraint
- Sample Collection (Non-Surgical)
- Special Diet
- Substance Administration
- Survival Surgery
- Tissue/Blood Collection
- Trapping and Capture
- Tumor Model

Clear

3. * Species:

Exit Save Continue

The procedure type selected in Question 2 will dictate which questions appear on the second procedure page. All questions must be answered and then the **Continue** button is selected.

If there are any supporting documents or other documentation, please attach under Question 1 by selecting the **Add** button. Select the **Save and Return to Workspace** buttons to complete the procedure.

Procedure Identification

Special Diet

Procedure Documents

Procedure Documents

1. Supporting documents: ?

+ Add

Document Name	Date Modified
There are no items to display	

This procedure is now a team procedure available to your Research Team and ready for incorporation into a protocol.



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Prior to beginning a protocol, we recommend at a minimum creating the following items:

- Procedure: Euthanasia
- Procedure: Substance Administration, Anesthesia
- Any Team Specific Substances
- Any Team Specific Procedures

5. Create Protocol

To create a protocol, begin at your Research Team workspace and select the **Create Protocol** button.

The screenshot shows the CLICK IACUC system interface. At the top, there is a navigation bar with tabs for Dashboard, Admin, Facilities, IACUC, IRB, AOPS, and Safety. Below this is a secondary navigation bar with links for Submissions, Standard Library, Concerns, Inspections, Meetings, Reports, and Help Center. The main content area displays the 'Demonstration Research Team' workspace for TEAM00000601. The team is listed as 'Active'. Under 'Next Steps', there are buttons for 'Edit Research Team', 'Create Protocol' (highlighted with a red box), 'Create Procedure', and 'Create Substance'. The 'Create Protocol' button is the primary focus. To the right of the buttons, the principal investigator information is shown: Monique Bauer, Phone: [blank], E-mail: bauermo@msu.edu. Below the buttons is a search and filter section with a search bar and a filter dropdown. At the bottom, a table header is visible with columns for ID, Name, Date Modified, State, Submission Type, PI First Name, and PI Last Name.

The first page of the protocol is the Basic Information page – first, answer all questions. For the last question (Question 6) “What is the intention of the animal protocol?”, please select *Experimental Research* for all submissions.

Once all questions have been answered, select the **Save** button at the bottom of the page.



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Basic Information

1. * **Select research team:** ?
Demonstration Research Team

2. * **Title of protocol:** ?

Demonstration IACUC Protocol

3. * **Short title:** ?

Demonstration IACUC Protocol

4. * **Summary of research:** ?

Demonstration IACUC Protocol

5. * **Principal investigator:**

Monique Bauer ...

6. * **What is the intention of the animal protocol?** ?

- Breeding Only
- Experimental Research
- Field Research
- Holding Protocol
- Teaching
- [Clear](#)

✕ Exit

Save

Continue →



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After saving, the **File Menu** becomes an available option to select along the left side of the page. This menu allows the user to easily navigate throughout the protocol pages. Of note, the Experiments page is where the procedures and substances will be incorporated.

CLICK

Validate Compare

Editing: PROTO202400140

Basic Information

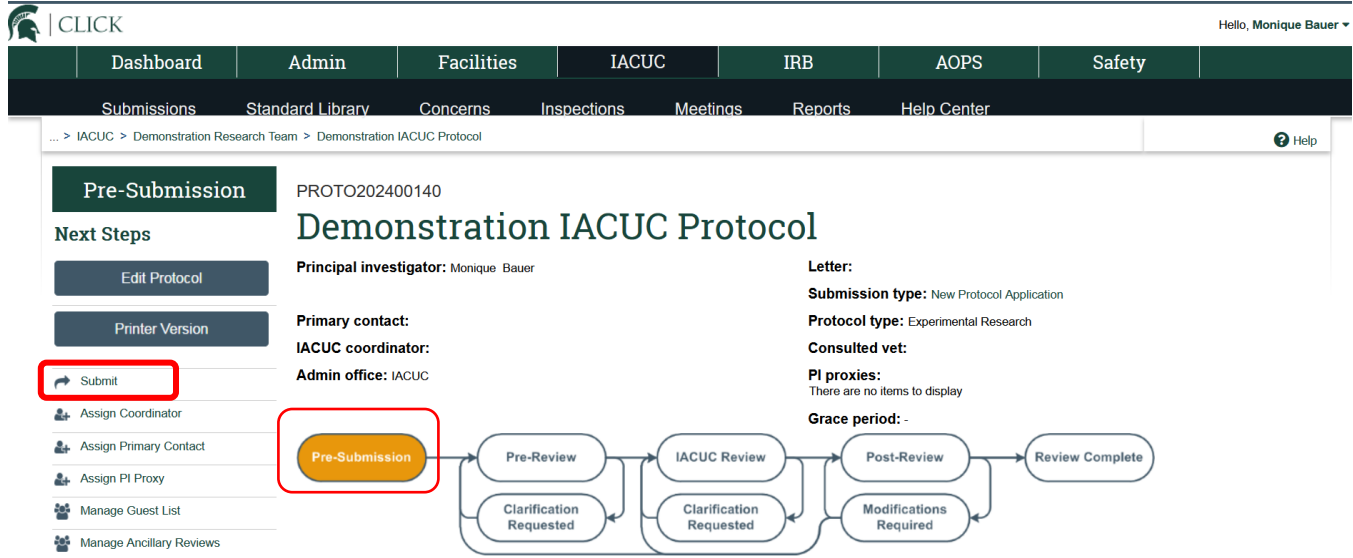
- * Select research team:** ?
Demonstration Research Team
- * Title of protocol:** ?
Demonstration IACUC Protocol
- * Short title:** ?
Demonstration IACUC Protocol

Basic Information

- Experimental Research Protocol Addition
- Protocol Team Members
- Funding Sources
- Experimental Design**
 - Scientific Aims
 - Experiments
 - Procedure Personnel Assignment
 - Strains
- Animal Justification**
 - Animal Justification
 - Alternatives Searches and Duplication
- Animal Housing and Use**

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Once all protocol pages have been successfully completed, return to the protocol workspace and select the **Submit** activity along the left side.



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

Pre-Submission PROTO202400140

Demonstration IACUC Protocol

Principal investigator: Monique Bauer

Letter:

Submission type: New Protocol Application

Primary contact:

Protocol type: Experimental Research

IACUC coordinator:

Consulted vet:

Admin office: IACUC

PI proxies:
There are no items to display

Grace period: -

Next Steps:

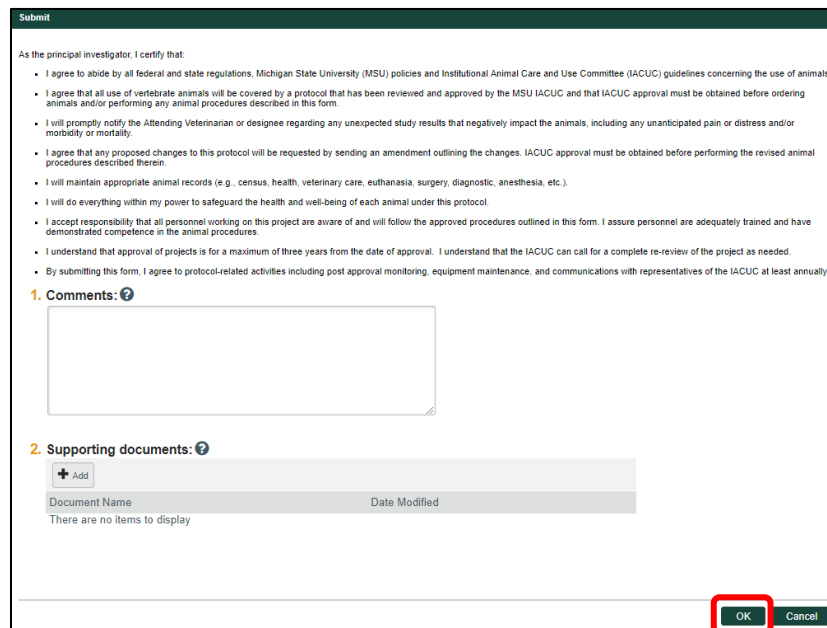
- Edit Protocol
- Printer Version
- Submit**
- Assign Coordinator
- Assign Primary Contact
- Assign PI Proxy
- Manage Guest List
- Manage Ancillary Reviews

Workflow Diagram:

```

    graph LR
      A[Pre-Submission] --> B[Pre-Review]
      B --> C[IACUC Review]
      C --> D[Post-Review]
      D --> E[Review Complete]
      B --> B1[Clarification Requested]
      B1 --> B
      C --> C1[Clarification Requested]
      C1 --> C
      D --> D1[Modifications Required]
      D1 --> D
  
```

Then, the PI attestation window will appear for verification and select **Ok**.



Submit

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:

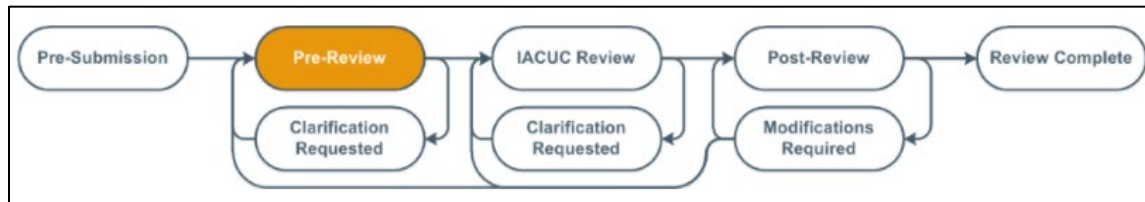
Document Name	Date Modified
There are no items to display	

OK **Cancel**

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



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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).