Huron IACUC

Researcher's Guide

October 2022

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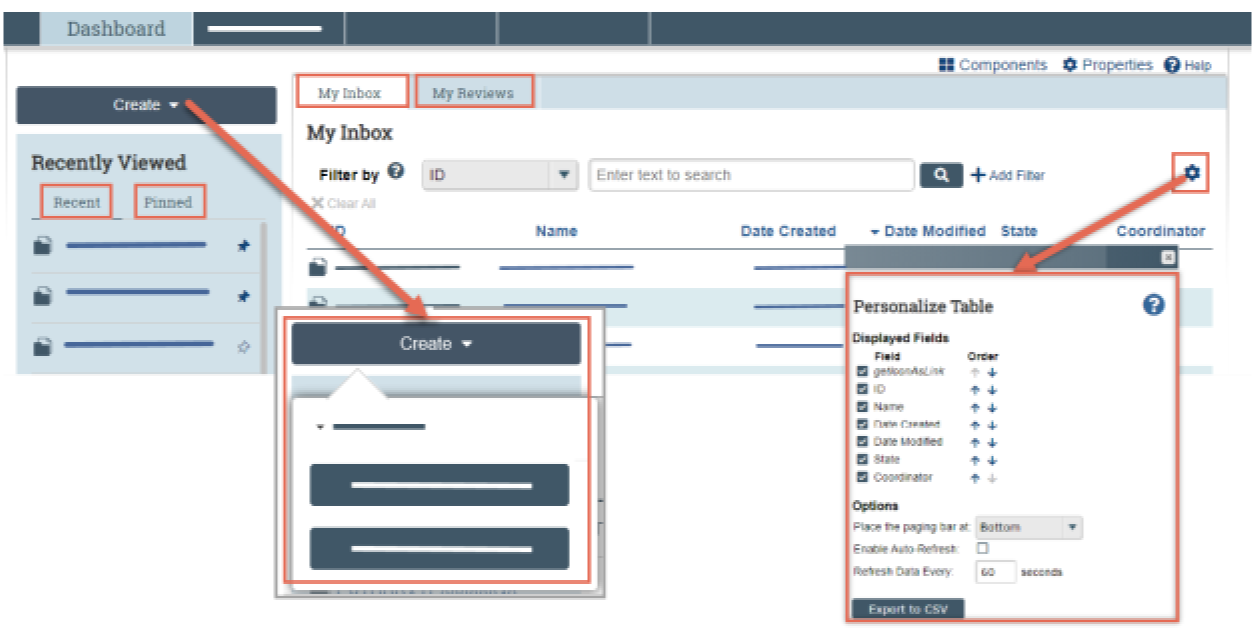
Navigation and Basic Tasks

When you first log in, you are on the Dashboard page, which is the starting point for finding items and performing many basic tasks.

To find key items

From your Dashboard, you will see:

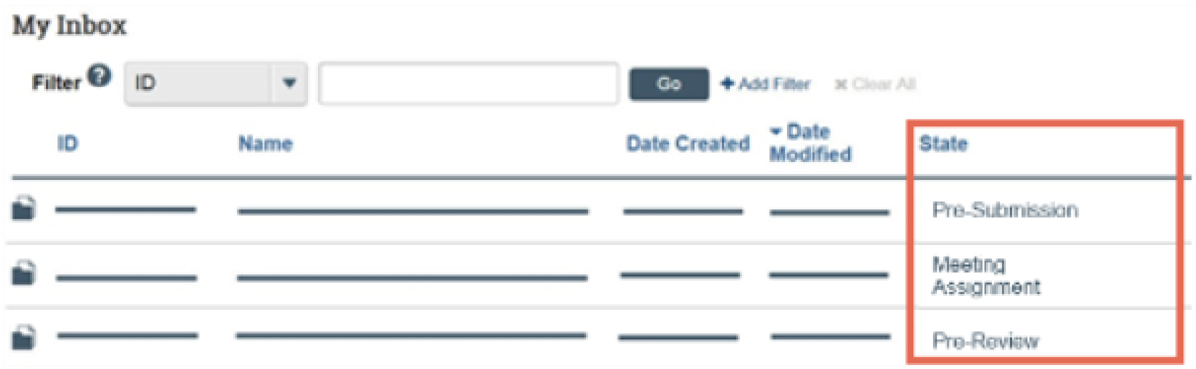
- **My Inbox:** Items that require you to take action.
- **My Reviews:** Items assigned to you to review. These are a subset of the items in My Inbox.
- **Create menu and buttons:** Actions you can perform. The menu will not show if you do not have access to any buttons.
- **Recently Viewed:**
  - **Recent:** The last several items you viewed. Scroll through this list to find an item you worked on recently.
  - **Pinned:** You can pin the items in Recently Viewed section for quick and easy access. This is where those pinned items are listed.
- **Personalize Table:** You can alter the tables displayed on the dashboard by using the Personalize Table gear icon.



To identify what action is needed

1. Review the **State** column of the items in My Inbox.

   The state gives a clue as to what to do next. For example, Pre-Submission state means you have not submitted the record. You can open and finish the record and then submit it for processing.



To open an item awaiting your action

1. From My Inbox, click the submission name.
   The submission workspace appears.

> **Tip:** A list of activities you can perform appears on the left.

To view the submission history

1. From the submission workspace, click the **History** tab.
   You can view the list of actions performed on the submission to date, including comments or links to view more details for each action.

To find a submission

1. In the Top Navigator, click **IACUC**.
2. On the Submissions page, click the tab matching the state of the submission you wish to find.

> **Tip:** If you do not know the state, click the **All Submissions** tab. See Filter and Sort Data on page 16.

3. Click the name of the submission in the list.
   The submission workspace appears.

Before You Create a Protocol

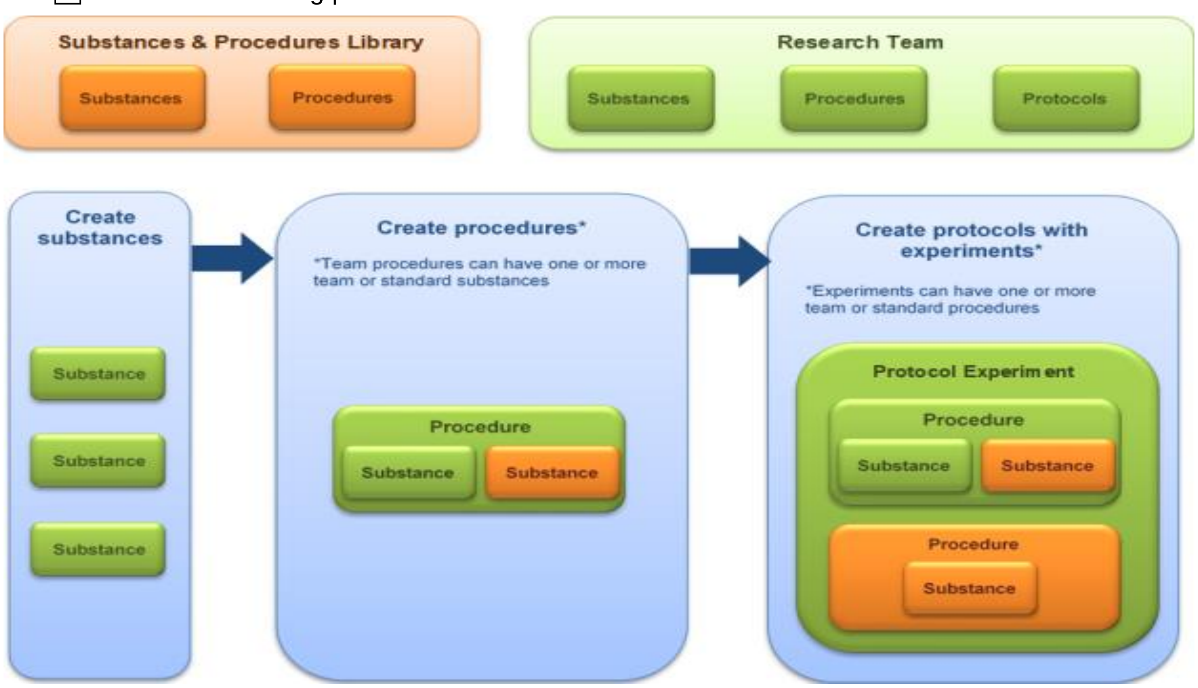
Plan out your protocol

- ☐ Summarize the research (science), reasons for performing the research, and its benefits.
- ☐ Determine the experiments and the number of animals required.
- ☐ Determine the procedures you will perform and the substances required for your experiments.
- ☐ Identify any supporting documents to include in your protocol, such as flowcharts, explanations of the science, grant applications, and other information explaining or justifying your research.

Set up building blocks

Building blocks form the foundation for a protocol. Once they are set up, you can create your protocol. The diagram below shows the concept of building blocks.

- ☐ Create a research team for the substances, procedures, and protocols you create. See Create a Research Team on page 6.
- ☐ Check the IACUC standard library for the procedures and substances required for your protocol experiments see Check for Existing Building Blocks on page 6.
  If the necessary procedures and substances are not in the library:
  - ☐ Create the missing substances
  - ☐ Create the missing procedures

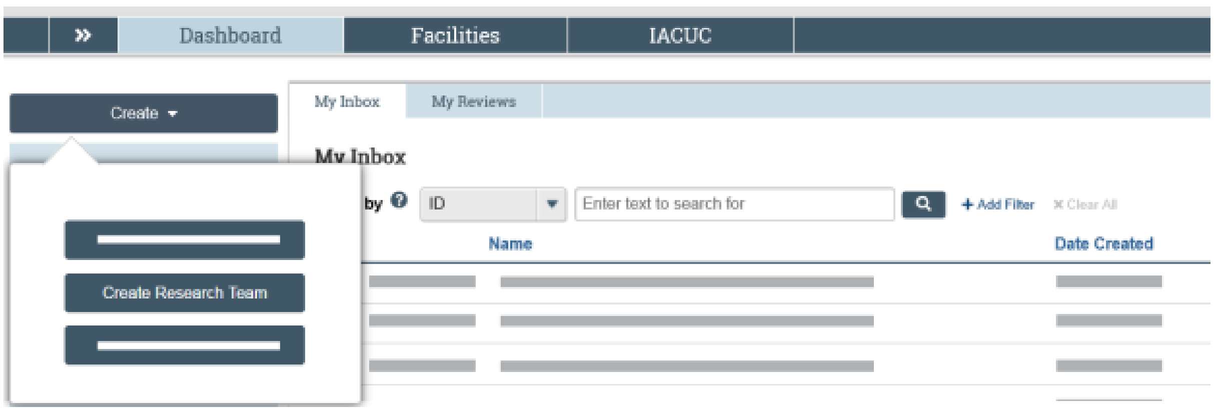


Create a Research Team

As a member of a research team, you can create substances, procedures, and protocols for your research team. When you create a protocol, your research team members appear on the protocol by default.

To a create research team

1. From the Dashboard, click the **Create** menu and then select **Create Research Team**.



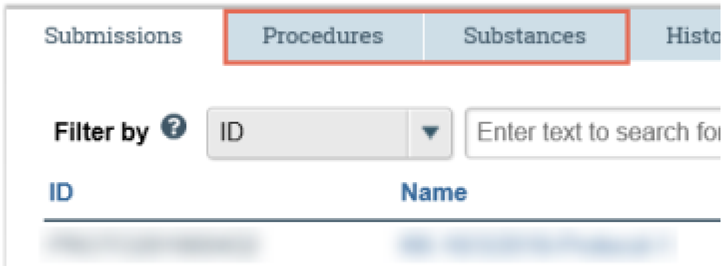
2. Type a name for the research team and select the PI.
   Note: If you are not the PI, add yourself as a team member if you will create team procedures and substances.
3. Complete the rest of the pages and click **Finish**.
   The research team workspace appears.

Check for Existing Building Blocks

Check the system to see if there are IACUC standard building blocks that you can use in your protocols.

To check for building blocks

1. In the Top Navigator, click **IACUC**.
2. On the Research Teams tab, click the name of your research team.
3. In the research team workspace, click the **Procedures** tab and check for the procedures you need. Do the same for substances (on the Substances tab).
   Note: If a procedure or substance is missing, you will need to create it. See Create Building Blocks on page 7.



4. If the building block exists, review its details:
   a. On the Procedures or Substances tab, click the item name.
   b. In the item's workspace, click **View Procedure** or **View Substance**.

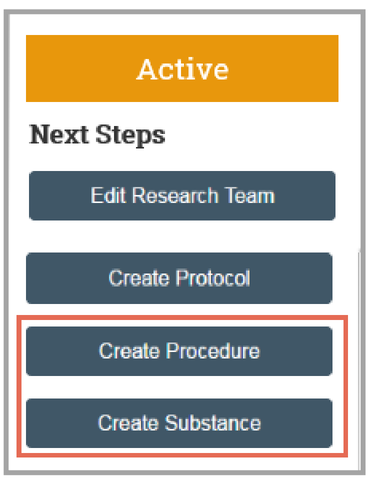
Create Building Blocks

After you have checked the system for IACUC standard building blocks, create any that are required for your protocols.

To create a substance or procedure

1. From the research team workspace, click **Create Substance** or **Create Procedure**. See Check for Existing Building Blocks on page .

   Note: Create the substances you will use in your procedures before creating the procedures.



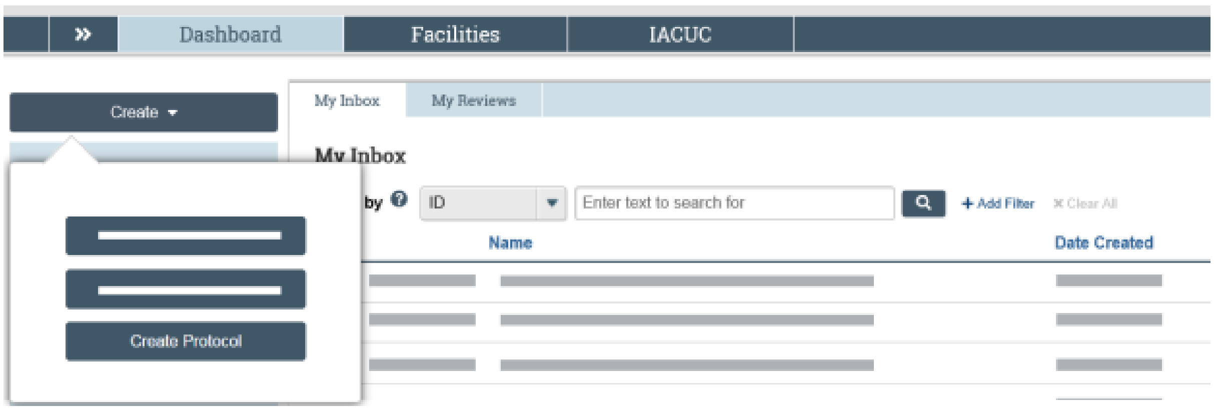
2. Complete the pages. If there is more than one page, click **Continue** to move to the next page.
3. On the final page, click **Finish**.
   The respective **Substances** or **Procedures** tab on the researcher team workspace appears.

Create and Submit a Protocol

Once all the building blocks are set up, you are ready to create your protocol.

To create a protocol

1. From your Dashboard or the research team workspace, click **Create Protocol**.



2. Complete the pages. Click **Continue** to move to the next page.
3. Pay attention to the following pages:
   a. **Protocol Team Members**: Add each person who will edit the protocol. Do not add the PI here.
   b. **Experiments**: When you add an experiment, you can set an experiment's display order. Select the procedures that apply to all animals. If the selected procedure contains a related procedure, it will be automatically added in the experiment. You can always remove the related procedure if it does not apply to the experiment. Removing main procedure will not automatically remove related procedure. A team procedure referenced by at least one other approved protocol is prefixed with a check mark.
4. On the final page, click **Finish**.
   The protocol workspace appears.

Note: You can continue to edit the protocol until you submit it for review.

To submit a protocol for review

1. From the protocol workspace, click **Submit**.
2. Click **OK** to agree to the statement and submit the protocol for review.

Request Pre-Submission Assistance

Based on your institution's setting, a PI or research team member can request assistance from IACUC staff or veterinarians before submitting a protocol for formal IACUC review process. The **Request Pre-Submission Assistance** activity allows you to request feedback and comments on specific aspects of a submission. The activity is available when a submission is in the Pre-Submission state.

After you submit the request, an IACUC staff will assign a vet or an IACUC coordinator to provide assistance.

To request pre-submission assistance

1. From the submission page, click the submission you need assistance for.
2. Click **Request Pre-Submission Assistance**.
3. Select assistance type you require.
4. Complete the form.
5. Click **OK**.
   The submission moves to the Pre-Submission Assistance state and the **Submit** activity no longer displays in the submission workspace.

Copy a Protocol

The IACUC system allows you to copy protocols from one research team to another. For example, when a protocol changes from one PI to another, the protocol may need to be copied to the new PI’s research team to reflect this change. Copying a protocol is also helpful if the protocols are similar but uses different species, different funding sources, or have different PIs such as when a PI starting a new but similar research.

When a protocol is copied to the new research team, all details, including the team procedures and team substances are copied along with it. Once the protocol is copied, the new protocol and team procedures and substances can be edited before the new protocol is submitted for review and approval since it is in the Pre-Submission state.

To copy a protocol

1. In the Top Navigator, click **IACUC**.
2. On the Research Teams tab, select the research team for the protocol you wish to copy.
3. On the Submissions tab, select the name of the protocol.
4. From the protocol’s workspace, click **Copy Submission**.

5. Type a name for the new protocol in the New submission name box.
6. In the New research team box, type the name of the research team or click the ellipsis to locate the destination research team.
7. Click **OK**.
   You are taken back to the protocol workspace.
8. On the History tab, click the new protocol ID link.
   The new protocol workspace appears.
   Note: You need to refresh the page until the new protocol link appears in the History tab.

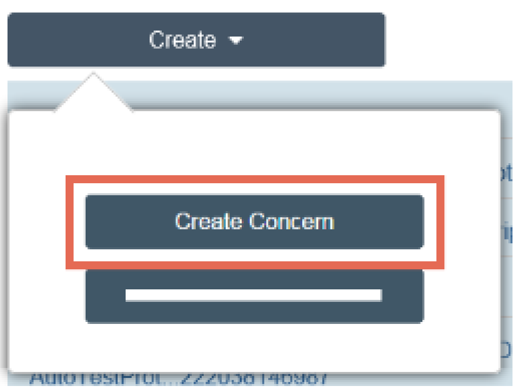
Note: You can continue to edit the protocol until you submit it for review.

Create a Concern

Any IACUC user role (Study staff, IACUC coordinators, directors, committee members, etc.) can enter a concern or report of non-compliance about the research facilities or personnel involved in the care and use of animals.

To submit a concern

1. From the Dashboard, click **Create** menu and then click **Create Concern**.



2. Complete the required questions.
3. When done, click **OK**.

Note: The concern has not yet been submitted for IACUC review. An IACUC staff or a committee member must submit the concern to move it from Pre-Submission to Pre-Review state.

Respond to a Clarification Request

If a reviewer has questions or requires you to change your submission, you will receive an e-mail notification indicating this. Review the request details and then respond to the request.

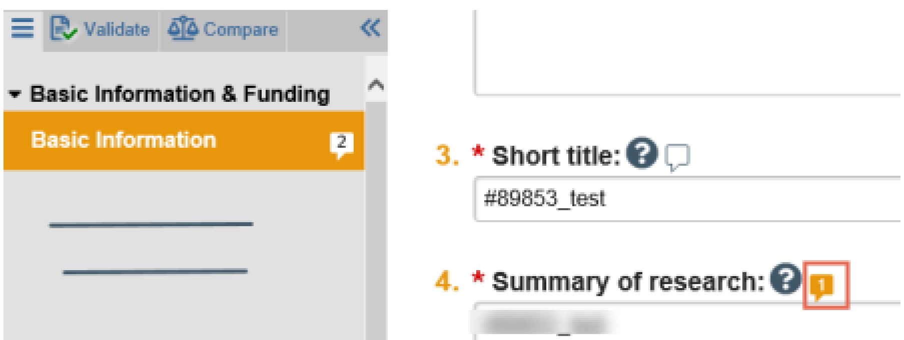
To review the request details

1. Click the e-mail link to open the submission. If you no longer have the e-mail, open the submission from My Inbox. See To find a submission on page 4.
2. On the History tab, find the "Clarification Requested…" activity and read the comments. See To view the submission history on page 4.
3. If the reviewer added reviewer notes, click the **Reviewer Notes** tab and respond to the reviewer notes listed. See To respond to a reviewer note on page 11. If not, submit your response. See To submit a response on page 12.

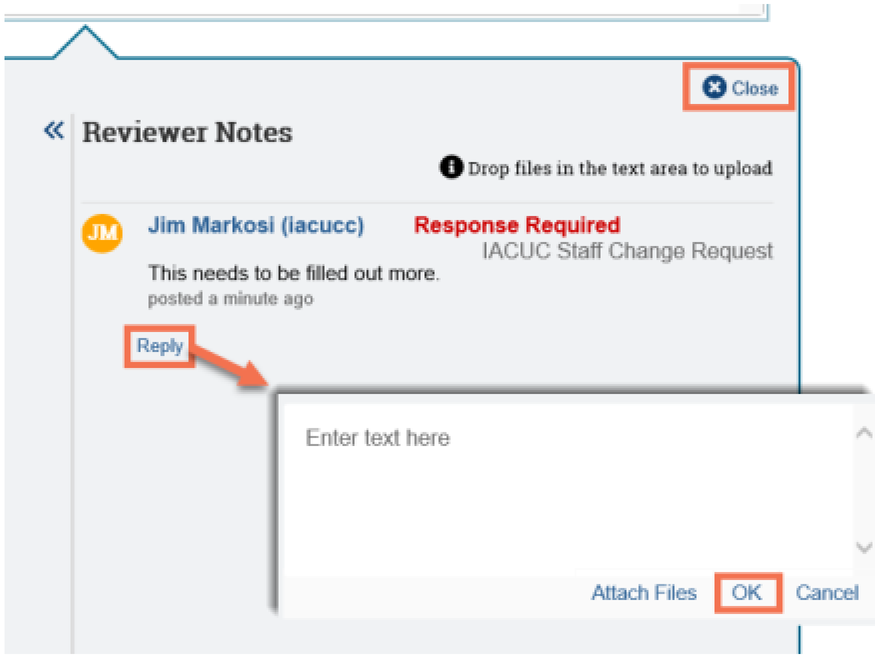
   Note: Response Required means the protocol can't move forward in the workflow until you respond to the reviewer note.

To respond to a reviewer note

1. From the History tab on the submission workspace, click the page or question link to go to that submission page.
2. On the page, click the note icon to show the reviewer note.



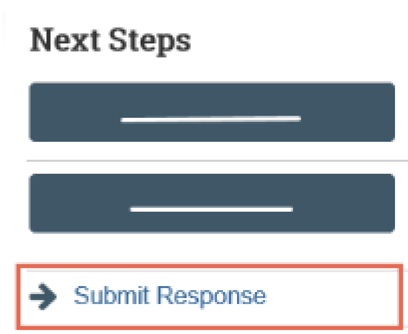
3. Read the request. Edit the submission page if appropriate.
4. Click **Reply**, type a response, and click **OK**.



5. Close the reviewer note.
6. Respond to all other reviewer notes and when done, submit the response.

To submit a response

1. On the protocol workspace, click **Submit Response**.



2. In the Comments box, type your response.
3. Click **OK**.

Create and Submit a Follow-On Submission

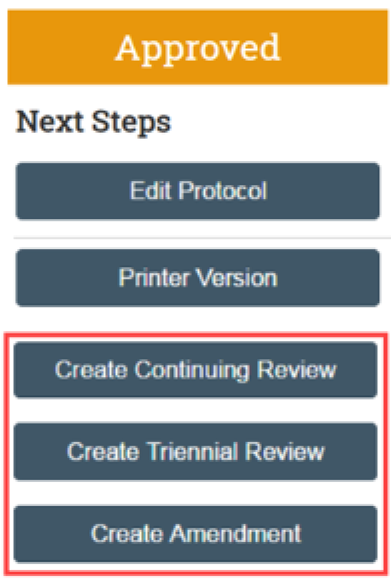
If you need to make changes to an approved protocol or review it, you can create following submissions:

- **Continuing Review:** A review of an approved protocol that is conducted at appropriate intervals between triennial reviews.
- **Triennial Review:** A review of an approved protocol that is conducted every three years.
- **Amendment:** Created to submit a change to an approved protocol.

Note: For continuing reviews, make sure you review all protocol information (e.g., team members, funding sources, activities, and approved and used animal numbers) and submit any needed amendments immediately. If an amendment is already in review, wait until the first amendment is processed.

To create a follow-on submission

1. In the Top Navigator, click **IACUC**.
2. From the Research Teams tab, click the name of your research team.
3. Select the name of the approved protocol.
4. Click the appropriate **Create** button (Continuing Review, Triennial Review, or Amendment).

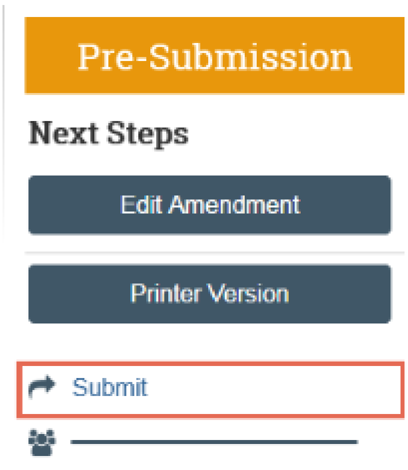


5. Complete the pages. Click **Continue** to move to the next page.
   Note: In the Alternatives Searches and Duplication SmartForm page, update the Search Date column before submitting the review.
6. When done, click **Exit** or click **Finish** on the final page.
   The submission workspace appears.

Note: You can continue to edit the submission until you submit it for review.

To submit a follow-on submission for review

1. From the follow-on submission's workspace, click **Submit**.



2. Click **OK** to agree to the statement and submit it for review.

Request Personnel Update

Based on your institution's setting, an IACUC staff or a PI can use the **Request Personnel** activity to request new personnel to work on a protocol while an amendment is in process. This activity is available on the amendment workspace in the Pre-Review and IACUC Review state. You can use this activity even if the amendment is under IACUC review for other changes.

After you make an initial request, an IACUC staff or IACUC chair is notified and they can review the details and authorize new personnel. If an IACUC staff or IACUC chair notifies you about any missing training or other requirements, you can use this activity to update personnel information.

To request new personnel

1. From the submission page, click the amendment you want to open.
2. Click **Request Personnel Update**.
3. Click **Add**.
4. Select new protocol team member(s), permissions, role, and procedure(s) that they can perform.
5. Click **OK**.
6. Enter comments and attach supporting documents, if required.
7. Click **OK**.
   Your request is sent to the IACUC staff and IACUC chair.

Search Your Solution

To help you work more efficiently, you can use search to locate a wide range of information in your solution. You can search for project data, documents, or content from specific pages on your site. The search results appear in a secondary window and display only those items you have permission to view. Results are ranked to show items where the search term is most prevalent at the top.

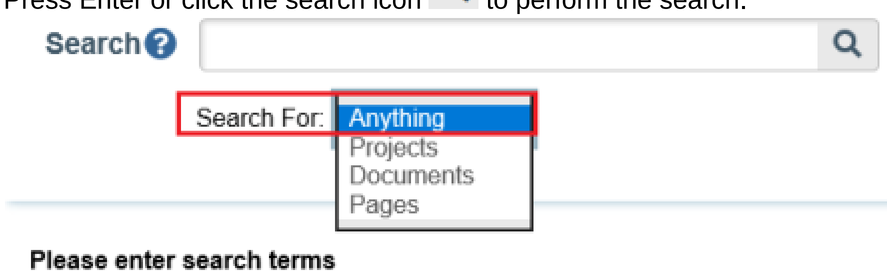
After your initial search, you can further refine results using the following filter options:

- **Projects**— Projects are the day-to-day items you use to manage your research in a Huron solution. They include items such as funding proposals, studies, protocols, agreements, and disclosures. You can search for any project in your solution using properties on the project, including its name, ID, and description. Depending on the solution, other properties are also available to search. When you select the Projects filter, the system will only display results that match search criteria in your project data.
- **Documents**— Documents are third-party files uploaded to your solution outside the context of a project. When you select the Documents filter, the system will only display results that match search criteria from documents. The search includes metadata on a document, such as its name and description. It also includes the contents of a document. From the results, you can click directly on the provided link to open a document.
- **Pages**— Pages organize information on your site into a hierarchy that you can use to view and manage your work. The Pages filter provides a way for you to search one type of page within your solution - content pages. Content pages are presented outside the context of a project. They supply supporting information for your solution, such as the Help Center, Reports, and Meetings. Dashboards and project workspaces are not included with this filter.

Note: Content on the site is updated periodically. If you are searching for something you just added, results might not be available immediately. Try your search again at another time.

To search your solution

1. In the Top Navigator, click **IACUC**.
2. In the **Search** box, type your search criteria. You can use the following operators:
   - **And**: Finds all the specified words.
   - **Or**: Finds at least one of the specified words.
   - **Not**: Excludes the specified word. You cannot start a search with the Not operator.
   - **Quotation marks**: Finds the exact phrase.
3. Press Enter or click the search icon to perform the search.



   The search results appear.
4. Click the **Search For** arrow to apply filter of your choice.

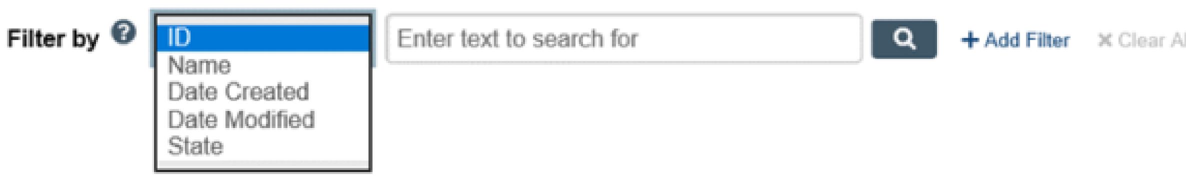
Filter and Sort Data

Many pages contain tables you can filter and sort to help you find the data you want.

- Filtering reduces the list to only the data that meets the criteria. The advanced filter lets you combine multiple filter criteria together.
- Sorting displays the data in ascending or descending order by a particular column.

To filter data

1. Select the column to filter by from the drop-down menu. The menu lists only the columns you can filter by.
   Note: To combine multiple filter criteria, such as, ID, Name, and Date Created, use the advanced filters. See To use advanced filters.



2. In the text box, type the beginning characters for the items you want to find. If you do not know the beginning characters, type a % symbol as a wildcard before the characters. Examples:
   - 71 shows all items beginning with 71
   - %71 shows all items containing 71 in any position

> **Tip:** For examples and a list of operators you can use, click the Help icon.
>
> 
>

3. Click the magnifying glass to apply the filter.

The table shows only those rows that are an exact match.

> **Tip:** If you do not see the expected items in the list, click **Clear All** in the Filter By area to remove the filter.

To use advanced filters

1. In the Filter by area, click **Add Filter**.

2. Enter filter criteria as explained in the previous section. See To filter data on page 16.
3. To add more criteria, click **Add Filter** once more.
4. Click the magnifying glass to apply the filter.
   The table shows only those rows that match all the filter criteria.

To sort data

1. Click the column header you want to sort by.
2. Click it a second time to reverse the sort order.
   The arrow indicates the column by which the data is sorted and the sort order, either ascending (up arrow) or descending (down arrow).

Note: If the column header is not a link, you cannot sort by that column.

For more information on finding records and other information, see Navigation and Basic Tasks on page 3.

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