



CAYUSE IACUC - REVIEWER/ MEMBER MANUAL

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Understanding the Protocol Workflow

The IACUC coordinator has complete control over the protocol workflow. IACUC's flexibility allows you to perform any of the following actions without any pre-set order:

- return the protocol to unfinished status (only applies to New and De Novo protocols)
- conduct an IACUC review (review by coordinator)
- edit the protocol (only applies to New and De Novo protocols)
- submit the protocol to the veterinarian for a vet review and recommendations
- submit the protocol to the IACUC Chair for review and recommendations
- submit to one or multiple committee members for review and recommendations
- move a protocol to a meeting agenda for discussion
- approve the protocol

IACUC sends an email each time a protocol is submitted.

To open the IACUC workflow, click on the hyperlink found on the protocol number in either the Protocols in Review or Continuations in Review alert.

Workflow Tabs





1 Protocol Info	
Principle Investigator	Principal, Penny
Protocol Number	2019-1086
Protocol Title	Electrophysiological properties of guinea-pig thalamic neurones

1. **Protocol Info:** Information about the protocol submission. The Revision Number indicates the current revision. This number is advanced each time the PI responds to recommendations and returns the protocol to the IACUC office. The Workflow From/To indicates who submitted the protocol and where it is in the IACUC workflow.
2. **Submit:** IACUC submits the protocol to PI, Member(s), Chairperson(s) or Vet(s) for review. Only available when the protocol is in the IACUC office.
3. **Workflow History:** The first grid, Revision Reviewers, documents the reviewers, the status of their review and the general comments they may have entered. The Workflow History grid displays the date/time stamp for each cycle of the review.
4. **Signatures:** Stores the date/time stamp each time the PI, IACUC Coordinator, Vet or Reviewers enter their password to submit the protocol.
5. **Email Notifications:** Stores the date/time stamp of each email notification that was sent out during the review process. Every time a protocol is submitted, Cayuse IACUC sends an email notification.

6. **Approve Now:** The IACUC coordinator approves the protocol from here.

Other Workflow Actions

Revision Status	Open
Status Date	12/05/2019
Workflow From	PI
Workflow To	IACUC Office

 IACUC Review  Move To Meeting  Return to Un-finished Status  Edit Protocol

- **IACUC Review:** Coordinator reviews protocol and provides comments. Available when protocol is IN IACUC coordinator workflow.
- **Move to Meeting:** Puts protocol on the upcoming meeting agenda. Available when protocol is IN IACUC coordinator workflow.
- **Return to Unfinished Status:** Coordinator may send protocol back to PI without committee review or recommendations. Available when protocol is IN IACUC coordinator workflow and no recommendations have been made.
- **Edit Protocol:** Opens protocol for editing by coordinator. Available when protocol is IN IACUC coordinator workflow. Not available on Amendments or Continuing Reviews.

Submitting Protocols for Review

Using the Submit tab, the IACUC Coordinator can submit the protocol to the IACUC Members, the PI, the Vet(s) or the IACUC Chair for review.

PI

Protocol Info **Submit** Workflow History Signatures Email Notifications Approve Now

Submit to: PI ▼

Password:

Submit

IACUC Review Move To Meeting Return to Un-finished Status Edit Protocol

The protocol can be submitted back to the PI only if and when there are pages marked for review.

Members

Protocol Info **Submit** Workflow History Signatures Email Notifications Approve Now

Submit to: Member(s) ▼

Reviewer Deadline: 01/13/2020

Workflow Description: Designated Review ▼

Password:

Submit to Members

Member List				
	Reviewer Name	Primary	Secondary	Email Id
<input checked="" type="checkbox"/>	Cayuse, Melissa 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	christa.chavez@cayuse.com
<input type="checkbox"/>	Cayuse, Miguel 4	<input type="checkbox"/>	<input type="checkbox"/>	christa.chavez@cayuse.com
<input checked="" type="checkbox"/>	Cayuse, Mildred 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	christa.chavez@cayuse.com
<input checked="" type="checkbox"/>	Cayuse, Thomas 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	christa.chavez@cayuse.com
<input type="checkbox"/>	Cayuse, Vickie 1	<input type="checkbox"/>	<input type="checkbox"/>	christa.chavez@cayuse.com
<input type="checkbox"/>	Cayuse, Vince 2	<input type="checkbox"/>	<input type="checkbox"/>	christa.chavez@cayuse.com
<input type="checkbox"/>	Chavez, Christa	<input type="checkbox"/>	<input type="checkbox"/>	christa.chavez@cayuse.com

IACUC Review Move To Meeting Return to Un-finished Status Edit Protocol

When submitting to the Members, the list of members will display in the Member List grid. The list of members displayed are those defined in the IACUC Members list from the IACUC dictionary. These members must have the IMBR role to access IACUC.

The Primary and Secondary selections are optional. If Primary and Secondary members are selected, their names will display in the Review alerts. Additionally, the Primary reviewer has the ability of writing a Synopsis when reviewing the protocol.

The Workflow Description options are Designated Review and Member(s) Review. When a Designated Review Workflow is selected and a Primary Reviewer is also selected, the protocol is automatically returned to the IACUC office when the primary reviewer has reviewed and the due date has arrived, regardless if any other reviewers have submitted their review.

Vet

The screenshot shows a web interface for submitting a protocol for Vet review. At the top, there is a navigation bar with tabs: Protocol Info, Submit (highlighted in orange), Workflow History, Signatures, Email Notifications, and Approve Now. Below the navigation bar, the 'Submit to' section has a dropdown menu set to 'Vet'. Below this is a link labeled 'Choose Vet' and another dropdown menu showing 'Cayuse, Vickie 1'. A 'Password' field with masked characters is also present. A 'Submit' button is located below the password field. At the bottom of the form, there are four buttons: 'IACUC Review', 'Move To Meeting', 'Return to Un-finished Status', and 'Edit Protocol'.

When submitting a protocol for a Vet review, select Submit to Vet and choose the Vet you want to send the protocol to. The list of Vets available in the dropdown will be those listed in the IACUC Members dictionary which have a VET role to access IACUC.

The protocol will display on the Vet's Protocols in Review alert or Continuations in Review, depending on the type of submission.

IACUC Chair

Select the Chairperson you wish to submit the protocol to. The list of chairpersons available in the dropdown need to be defined in the IACUC Members list and also need to have the ICHAIR role to access IACUC.

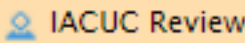
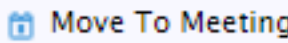
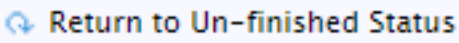
The protocol will display on the Chairperson's Protocols in Review alert or Continuations in Review, depending on the type of submission.

Reviewing as an IACUC Coordinator

The IACUC Coordinator may choose to review the protocol prior to submitting it for review, or after.



To review a protocol from the IACUC workflow page, click on IACUC Review.

Revision Number	0001
Revision Status	Open
Status Date	12/19/2019
Workflow From	PI
Workflow To	IACUC Office

The Review pane displays in the top right-hand corner of the protocol form. Click the tabs to expand the pane.

Tabs

 Mourad, Naji T
 FREMONT
 IACUC
 [Home](#)
[Sign Off](#)


1 Synopsis
2 Workflow
3 Office Notes
4 View Changes
5 Review Notes

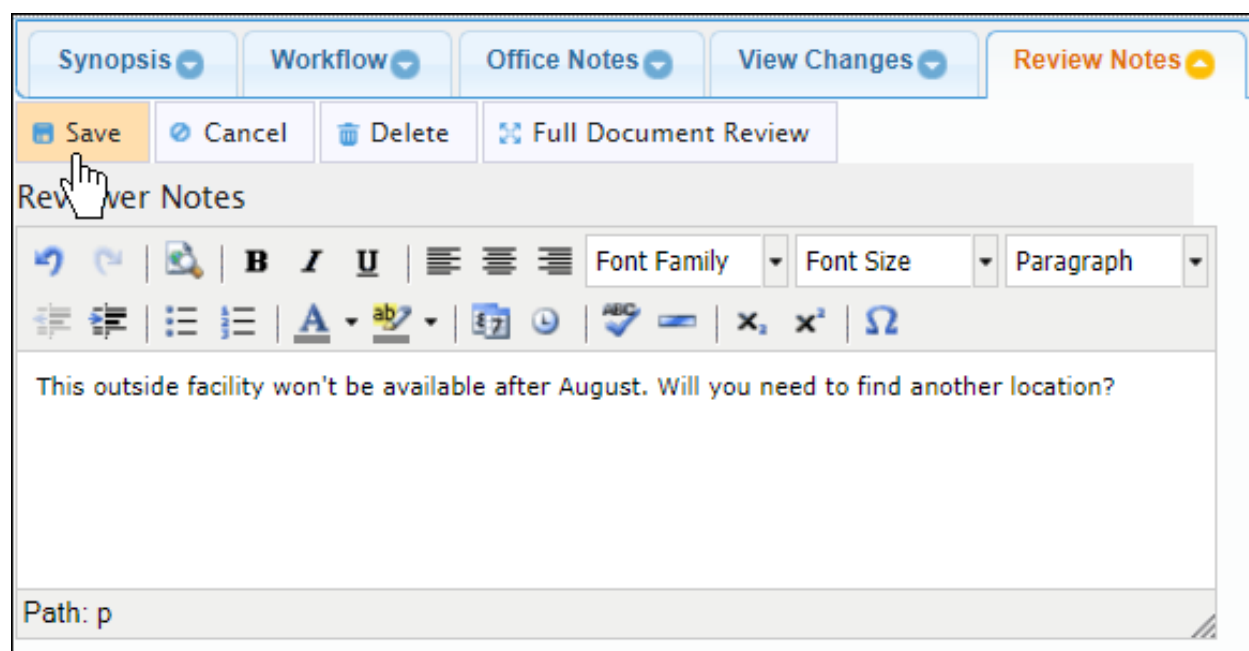
1. **Synopsis:** Available for the Primary reviewer to add a synopsis.
2. **Workflow:** Return to the IACUC Workflow page.

3. **Office Notes:** Displays Designated reviewer's comments as well as IACUC coordinator merged comments. All previous revision comments are available for viewing here.
4. **View Changes:** Displays the previous contents of the field and current changes made by the PI.
5. **Review Notes:** Shows all comments made by the reviewers. IACUC coordinator can also add comments and merge comments. Only merged comments and Designated Reviewer comments are viewable to the PI.

Adding Comments

Click on the Review Notes tab to enter comments. You can also click on a Text or Word editor field to enable the review pane.

Enter your notes in the Reviewer Notes section and click **Save**



All IACUC review notes are automatically displayed in the Office Notes tab. Each revision is identified by its Review Number. When IACUC merges all of the reviewer's comments, they also display on this tab. The PI sees only the notes found in the Office Notes tab.

You can view all of the revision notes regardless of the current revision. The Revision Number is automatically updated when the PI submits the protocol to the IACUC office.

The screenshot shows a software interface with a top navigation bar containing five tabs: "Synopsis", "Workflow", "Office Notes", "View Changes", and "Review Notes". The "Review Notes" tab is active and highlighted in orange. Below the tabs is a row of four buttons: "Save" (highlighted in orange), "Cancel", "Delete", and "Full Document Review".

The main area is titled "Reviewer Notes" and contains a rich text editor. The toolbar includes icons for undo, redo, find, bold, italic, underline, bulleted list, numbered list, indent, font family, font size, paragraph style, link, unlink, text color, background color, insert table, insert image, insert link, and insert document. The text area contains the sentence: "This outside facility won't be available after August. Will you need to find another location?".

At the bottom of the interface is a "Path:" label followed by the text "p".

Adding Footnotes

Reviewers can add footnotes in text fields or word editor fields by clicking on the field in the protocol form to enable the Changes tab in the Review pane. This is useful when reviewers need to reference an exact location in the text.

To add a footnote comment, click the Add Comment button, then click in the location of the text needed to reference, and add your comments in the Reviewers Notes section.

Synopsis Workflow Office Notes **View Changes** Review Notes

Save Cancel Delete Full Document Review

Previous **Changes**

+ Add Comment 2 Delete Comment Resequence Comments

Changes that have been made in document.

vivo. We will utilize well vetted models of toxic epitheliopathy, hyperosmolarity and desiccation in order to show the efficacy of histatin peptides in treating OSDs. We will also undertake studies to find receptors for histatin peptide. The proposed research is innovative as it is the first study to investigate the use of histatin peptides in the treatment of DED and OSD. These studies are significant because they will advance the development of new therapeutics through the use of rigorous and well defined methods in clinically relevant translational models of disease and validate a novel receptor-ligand relationship.

Reviewer Notes

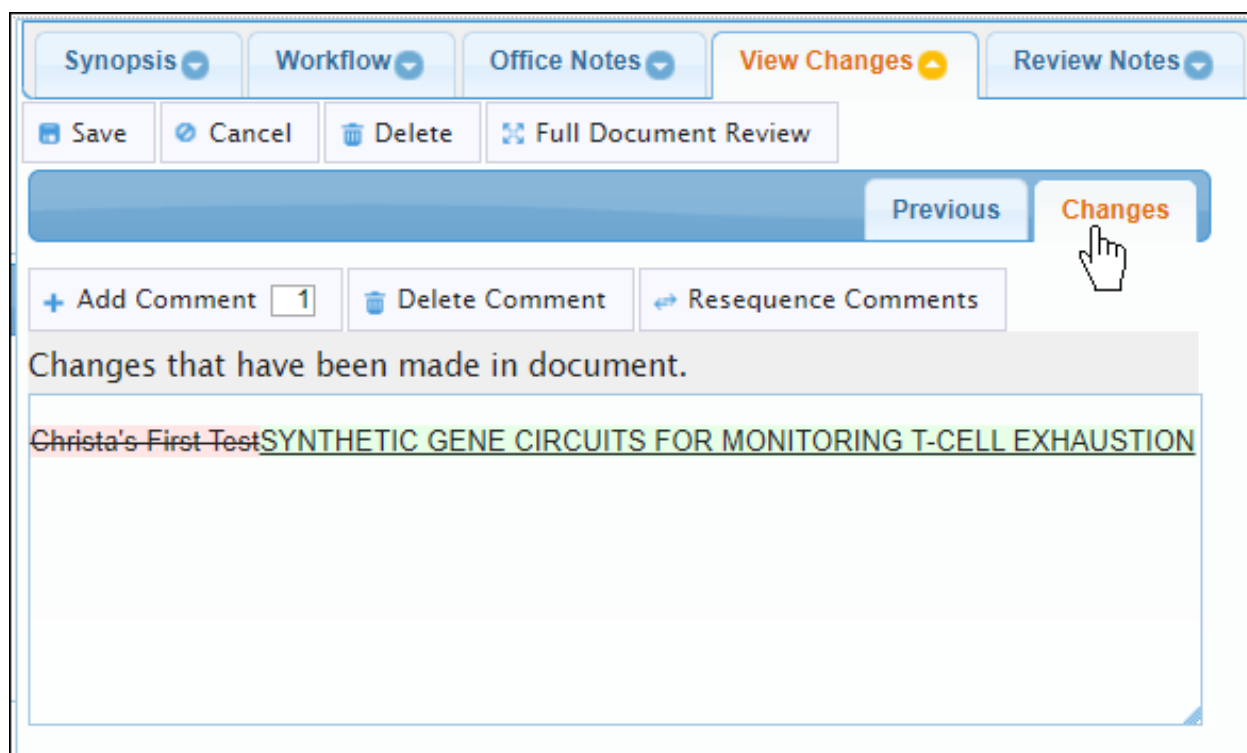
comment about section

1: please clarify this statement

Path: p

View Changes

The Changes tab displays what the PI changed. The items crossed out in red indicate what was removed. The underlined text highlighted in green reflect the new text.



Merging Comments

When all reviewers' comments are returned to the IACUC office, the IACUC coordinator can choose which comments to merge prior to submitting the protocol to the investigator.

Click on the Reviewer beneath Other Reviewer Notes to view their comments. To merge all comments or a selection of comments, click on the reviewer checkbox and click **Merge**.

Synopsis

Workflow

Office Notes

View Changes

Review Notes

Save

Cancel

Delete

Full Document Review

Reviewer Notes

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Paragraph

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These are my comments

Ricky added comment here too

My notes are here too - Rita

Other Reviewer Notes

	Reviewer	Status	Status Date	Update Date
<input type="checkbox"/>	Rojas, Diana	Open	09/27/2018	
<input type="checkbox"/>	Reviewer, Ricky	Open	09/27/2018	
<input type="checkbox"/>	Reviewer, Rita	Open	09/27/2018	

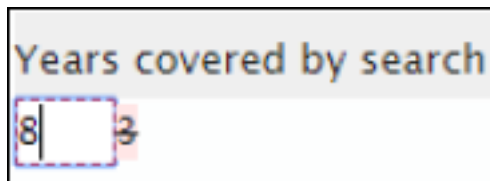
Reviewing PI Responses to Committee Responses

When the investigator submits a protocol back to the IACUC office, the pages in the TOC are marked with icons. The green check marks indicate the PI reviewed all of the recommendations. Any pages marked with a notepad and a pencil are pages the investigator modified which were not flagged for change.

As the IACUC office reviews the changes made by the PI, the review pane helps to see the changes made to the large text-area and word-editor fields.

Modified Field Representations

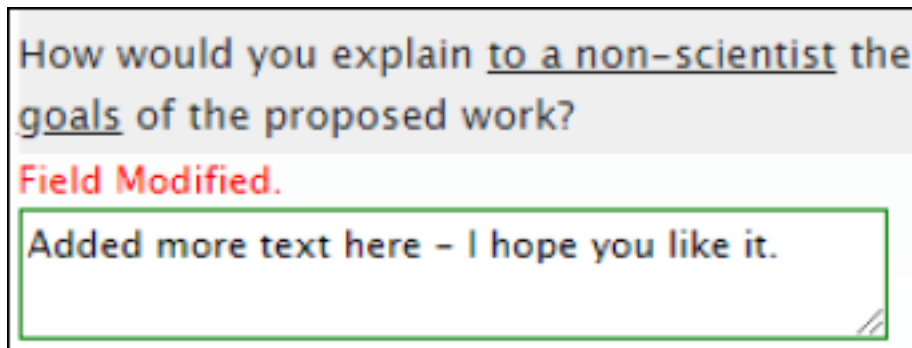
Text and Numeric



Years covered by search

8

Text Area and Word Editor

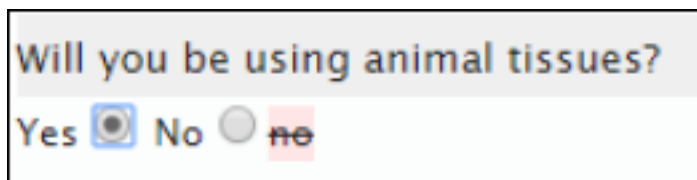


How would you explain to a non-scientist the goals of the proposed work?

Field Modified.

Added more text here - I hope you like it.

Radio Buttons



Will you be using animal tissues?

Yes ☒ No ☐

A No is switched to Yes.

Drop-down Lists

Research Type (Basic, Applied, Field)	Applied ▼	Research
---------------------------------------	-----------	----------

Research is replaced with Applied.

Checkboxes

Not Funded?
<input checked="" type="checkbox"/> no

A No is switched to Yes.

New Record

Icon indicates record has been added.

Record Removed

Deleted Records
NTM University
◀

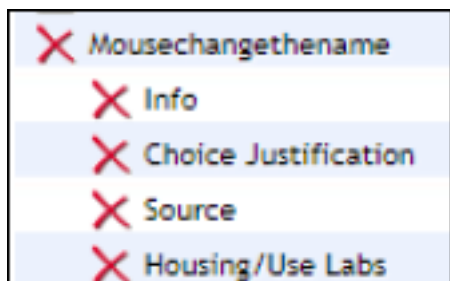
Records which have been removed from a grid are indicated in a Deleted Records grid, right below the original grid.

Changes to USDA

Revised Records	
USDA Category	# of Animals
B	1000 0
C	0 1000

Any changes to the USDA Categories grid are reflected in a new grid named Revised Records. This grid displays under the USDA Categories grid and indicates what has been removed, changed and added.

Page Removed



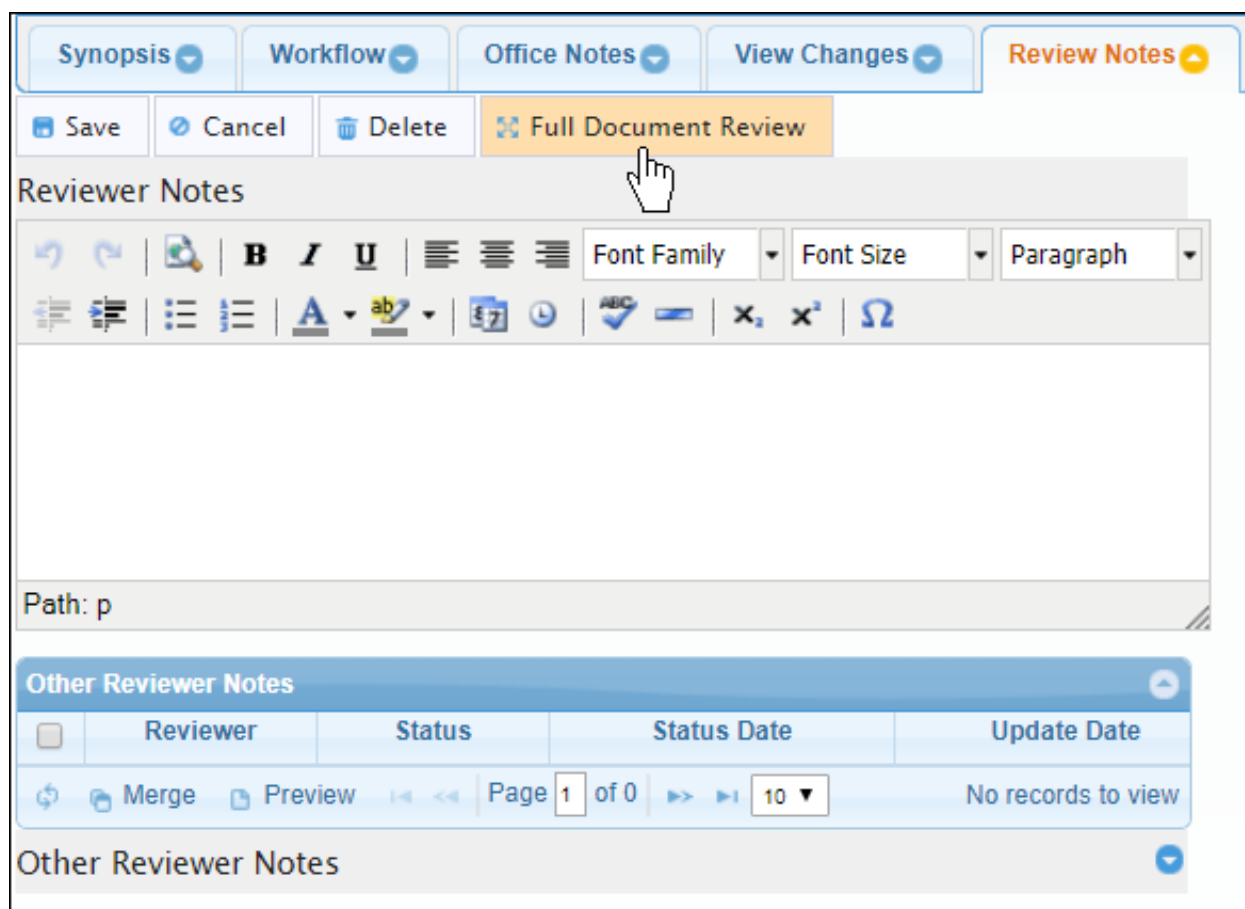
X	Mousechangethename
X	Info
X	Choice Justification
X	Source
X	Housing/Use Labs

Pages deleted from a protocol are reflected with a red X in the TOC.

Using Full Document Review

The Full Document Review (FDR) allows the reviewer to view the entire protocol at once.

While in review mode, click on the Full Document Review button found in the Review Pane.



A new window will open the full document review:

- Multiple reviewers can use the FDR feature simultaneously.
- As reviewer's comments are saved on the FDR, reviewers can see these comments via the protocol. In other words, all comments made via Full Document Review are synchronously available to view via the protocol review.
- As reviewer's comments are saved on the protocol, reviewers using the Full Document Review feature can view them by refreshing the page.
- Icons display indicating where revisions and updates have been made.
- Footnotes can only be used in the protocol, not in Full Document Review.

Document Layout

Full Document Review will open to the Table of Contents.



PI :	Principal, Penny
Protocol #	00001033
Status :	Pending
Approved :	07/31/2019
Expires :	07/31/2022
Title :	SYNTHETIC GENE CIRCUITS FOR MONITORING T-CELL EXHAUSTION

Table of Contents

[Protocol Introduction](#)
[Protocol Overview](#)
[Protocol Federal/Foundation Funding List](#)
[Protocol Internal Funding](#)
[Foundation Funding](#)
[Protocol Other Funding](#)
[Protocol Private/Commercial Funding](#)
[Off-campus Animal Work](#)
[Outside Collaboration](#)
[Inside Collaboration](#)
[Antibodies Source](#)
[Animal Tissues Info](#)
[Type of Animal Use](#)
[Housing Outside Central Facility](#)

Enter review notes in the My Notes area within every section.


Protocol Introduction

My Notes

☒ **Federal/Foundation funded?**





☒ **Internally funded?**



☒ **Private/Commercially funded?**

Reviewer notes are automatically saved. The pin icon  is used to pin the note to the top of the document. These icons allow the user to view and write on the review section as they scroll through the document.

As different reviewers enter their review notes, the notes display in the Reviewer's Notes tab.

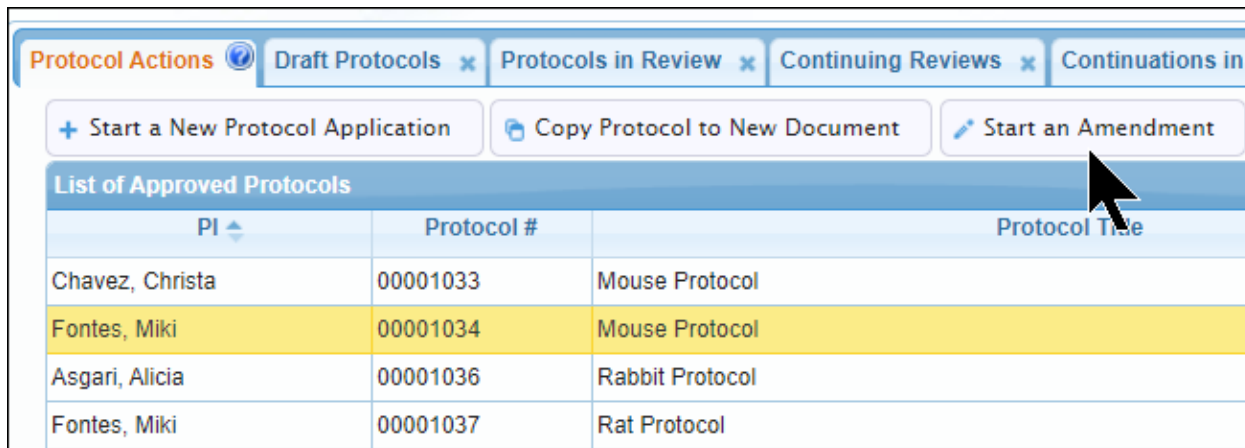
Review Icons

-  **One head:** Page has only been reviewed by you.
-  **Two heads:** Page has been reviewed by other committee members.
-  **Three heads:** Reviewer's comments have been merged by IACUC coordinator into one comment.
-  **Pencil:** PI has revised a page which was not marked for review.

-  **Check mark:** PI has completed a page marked for his review.
-  **New record:** PI added a new record to a multi-grid page during review.

Managing Amendments

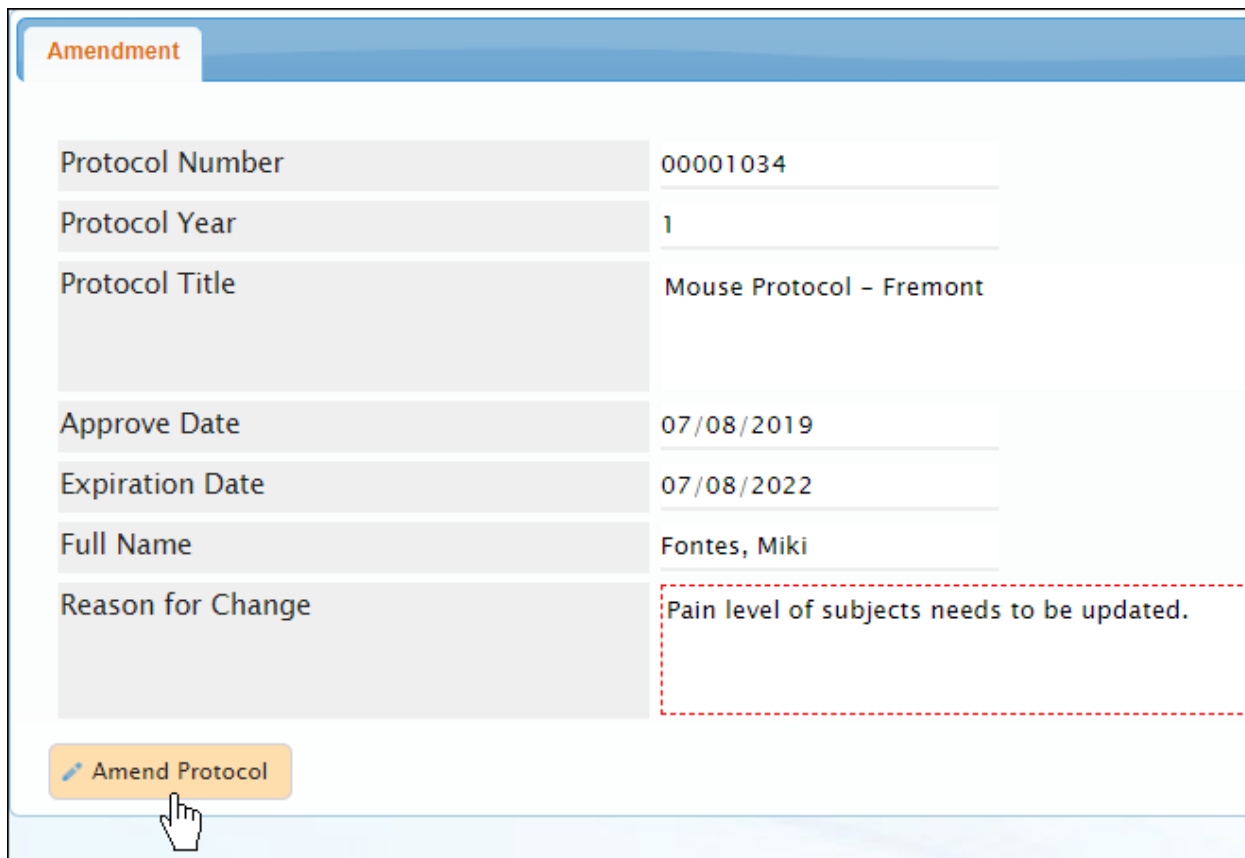
The IACUC office can perform an amendment on behalf of the PI. To start an amendment, select the protocol from the Protocol Actions alert and click on the Start an Amendment button.



The screenshot shows the 'Protocol Actions' section of a web application. At the top, there are tabs for 'Draft Protocols', 'Protocols in Review', 'Continuing Reviews', and 'Continuations in'. Below these tabs are three buttons: '+ Start a New Protocol Application', 'Copy Protocol to New Document', and 'Start an Amendment'. A mouse cursor is pointing at the 'Start an Amendment' button. Below the buttons is a table titled 'List of Approved Protocols'.

PI	Protocol #	Protocol Title
Chavez, Christa	00001033	Mouse Protocol
Fontes, Miki	00001034	Mouse Protocol
Asgari, Alicia	00001036	Rabbit Protocol
Fontes, Miki	00001037	Rat Protocol

Enter the reason for the amendment and click **Amend Protocol**.

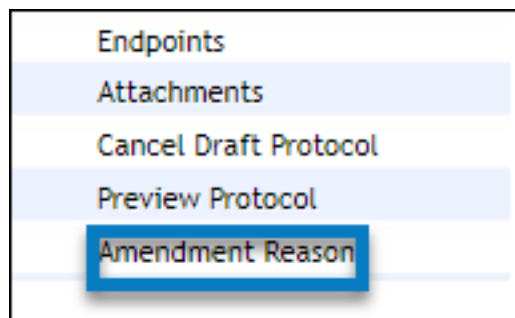


The screenshot shows the 'Amendment' form. It has a header 'Amendment' and a list of fields for protocol information. The 'Reason for Change' field is highlighted with a red dashed border. At the bottom, there is an 'Amend Protocol' button with a mouse cursor pointing at it.

Protocol Number	00001034
Protocol Year	1
Protocol Title	Mouse Protocol – Fremont
Approve Date	07/08/2019
Expiration Date	07/08/2022
Full Name	Fontes, Miki
Reason for Change	Pain level of subjects needs to be updated.

Amend Protocol

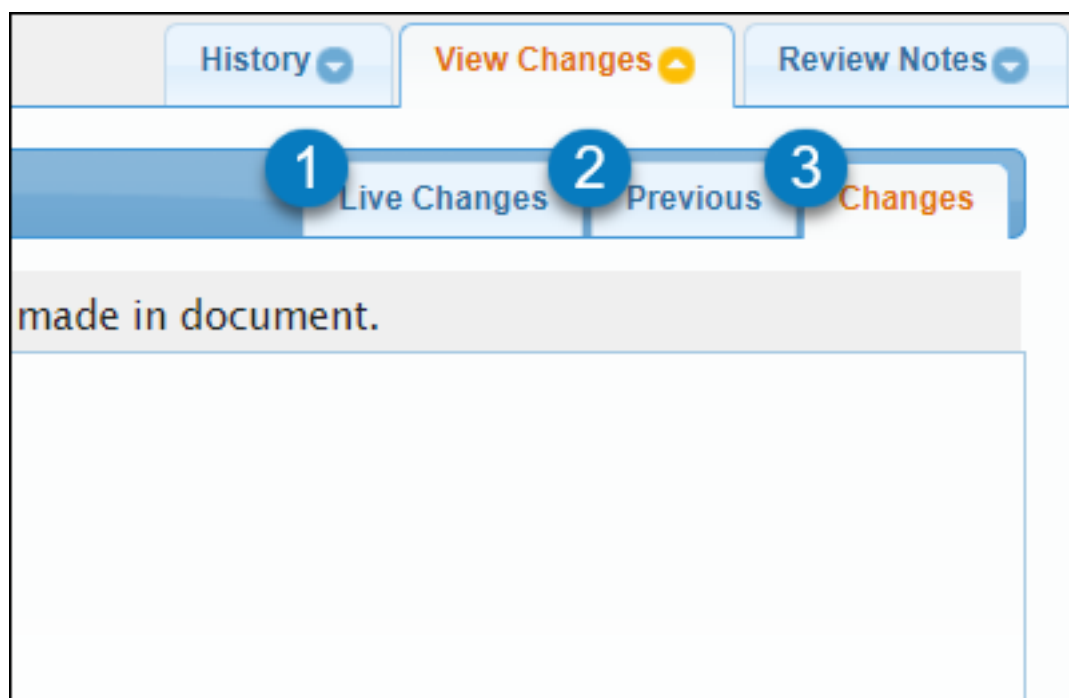
The entire protocol will display. The reason for amendment becomes a part of the protocol Table of Contents is included in the revision.



When a change is made to a page, a pencil icon will appear.

The tabs at the right of the screen provide information about previous reviews.

The View Changes tab includes three additional tabs:



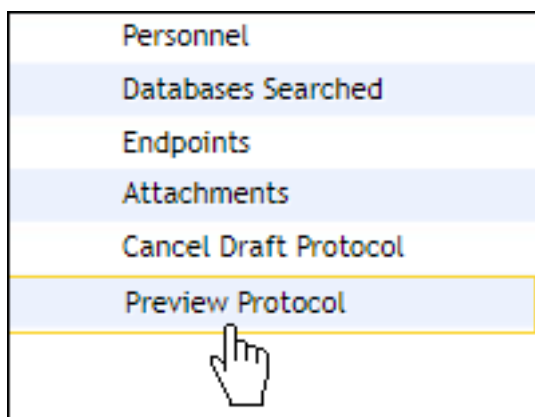
1. **Live Changes:** reflects what was added or deleted from the field.
2. **Previous:** reflects what was in the field previously.
3. **Changes:** reflects the final changes on the field.

When the amendment is submitted to the IACUC office, the revision is the same as that for a New or De Novo protocol submission. The amendments display in the Protocols in Review alert and are grouped in the Amendment section of the alert.

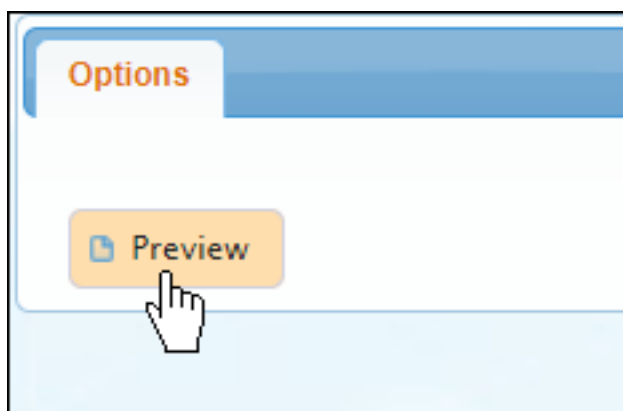
Comparing Protocol Versions

If you'd like to compare versions of a protocol side-by-side, you can do this within a revised protocol.

1. In the Table of Contents, click on **Preview Protocol**.



2. Beneath Options, click on **Preview**.



3. A new window will pop up containing the protocol. At the top of the protocol, use the **Compare to previous** drop-down menu to choose the two versions to compare.



A side-by-side view of the previous version and changes will populate. Sections that have been changed will be bordered by orange, and specific changed will be highlighted red and green.

Procedure Description

2019-07-30 10:25:09 Methodology

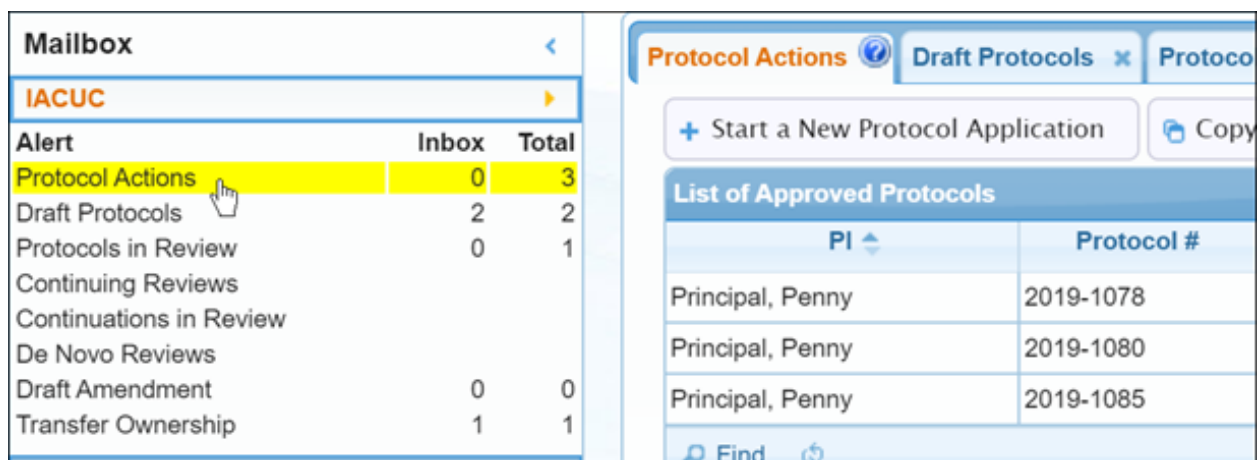
For each species, describe in narrative form all experimental or ~~instructional procedures~~ ~~instructioocedures~~ to be performed on the animals (e.g. blood collection, surgery, behavioral training, administration of substances or test compounds, breeding, tumor induction, etc.). Include the time frames and intervals and describe the procedures in the order in which they will be performed. Include a description of procedures performed on anesthetized animals. All procedures ~~checked c~~ on the procedures page should be described below. ~~Include below.~~ ~~added~~ Include the rationale for use of tissues in vitro but do not describe in vitro procedures performed on tissues taken from animals or procedures performed on animals after they are euthanized. add some text

TOC

Managing Protocol Registers

Viewing and adjusting the register for a protocol allows you to view species ordering and usage activities. You can access this from Protocol Actions.

1. In the left-hand menu, click on **Protocol Actions**.

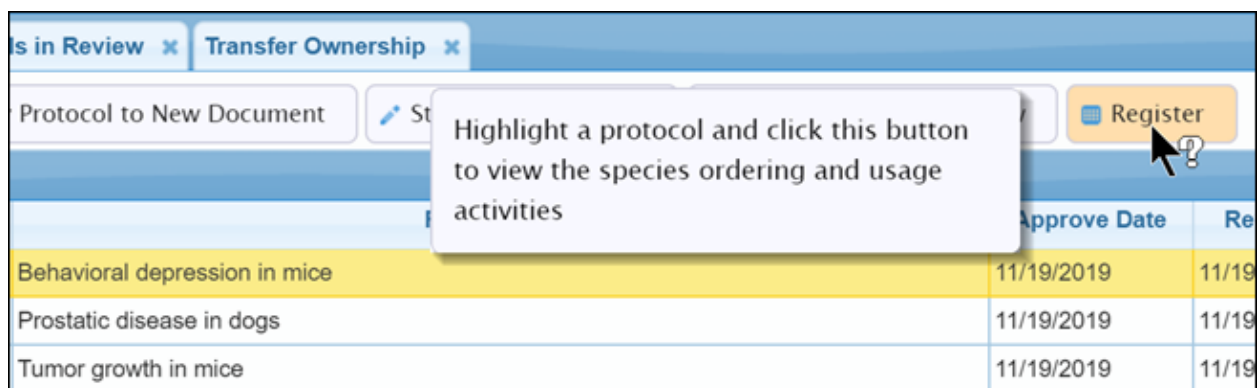


The screenshot shows the IACUC mailbox interface. On the left, under the 'Mailbox' header, the 'IACUC' section is expanded. The 'Alert' table lists various actions with their respective 'Inbox' and 'Total' counts. 'Protocol Actions' is highlighted in yellow, and a mouse cursor is pointing at it. On the right, the 'Protocol Actions' tab is active, showing a 'List of Approved Protocols' table with columns for 'PI' and 'Protocol #'. The table lists three protocols, all by 'Principal, Penny'.

Mailbox		
IACUC		
Alert	Inbox	Total
Protocol Actions	0	3
Draft Protocols	2	2
Protocols in Review	0	1
Continuing Reviews		
Continuations in Review		
De Novo Reviews		
Draft Amendment	0	0
Transfer Ownership	1	1

List of Approved Protocols	
PI	Protocol #
Principal, Penny	2019-1078
Principal, Penny	2019-1080
Principal, Penny	2019-1085

2. Click on the protocol for which you wish to view the registry, and click **Registry**.



The screenshot shows the 'Transfer Ownership' protocol view. A tooltip is displayed over the 'Register' button, stating: 'Highlight a protocol and click this button to view the species ordering and usage activities'. The table below lists protocols with their 'Approve Date' and 'Re' (likely Review Date) columns.

	Approve Date	Re
Behavioral depression in mice	11/19/2019	11/19
Prostatic disease in dogs	11/19/2019	11/19
Tumor growth in mice	11/19/2019	11/19

- Beneath Register Transactions, click on the protocol number to view additional information.

Register Summary					
Protocol Register Transactions					
PI	Protocol	Version	Approved	Expires	Species
Principal, Penny	2019-1078	1	11/19/2019	11/19/2022	Mouse
Principal, Penny	<u>2019-1078</u>	1	11/19/2019	11/19/2022	Mouse
Principal, Penny	<u>2019-1078</u>	1	11/19/2019	11/19/2022	Mouse
Principal, Penny	<u>2019-1078</u>	1	11/19/2019	11/19/2022	Mouse

Additional information about the transaction will be displayed within a grid.


Register Transactions				
Protocol Register Detail				
Protocol	Version	Species	Pain Level	Trans Date
2019-1078	1	Mouse	C	11/19/2019

Adjusting the Register

An IACUC coordinator can make manual entries in the register if needed. On the Register Summary tab, highlight a line item and click on the Adjust Register button.



- Click on a line item and click **Adjust Register**.

Register Summary

 Adjust Register


Protocol Register Transactions

PI	Protocol	Version	Approved
Chavez, Christa	<u>00001033</u>	1	07/31/2019

 Find 

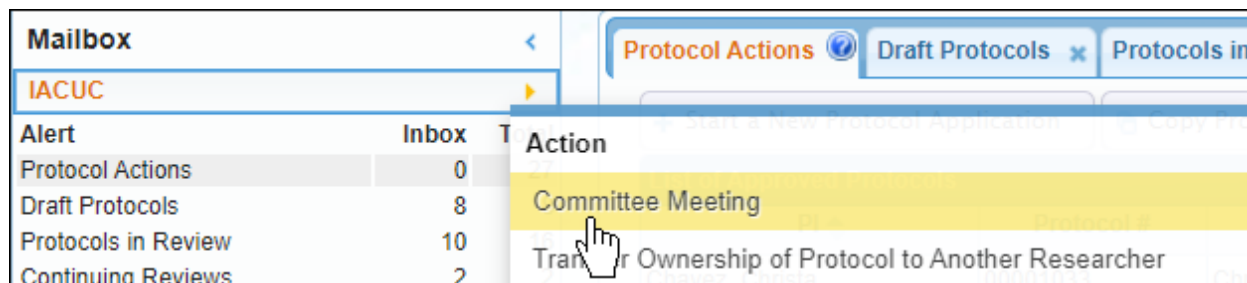
- Enter the required fields in the Adjust Protocol Register window and click Update Register.

Category	Authorized ▼
Transaction Type Credit=Increase Debit=Decrease	Credit ▼
Effective Date	01/17/2020
Number of Animals to Debit/Credit	2
Reference	
Remarks	

 Update Register

Managing Meetings

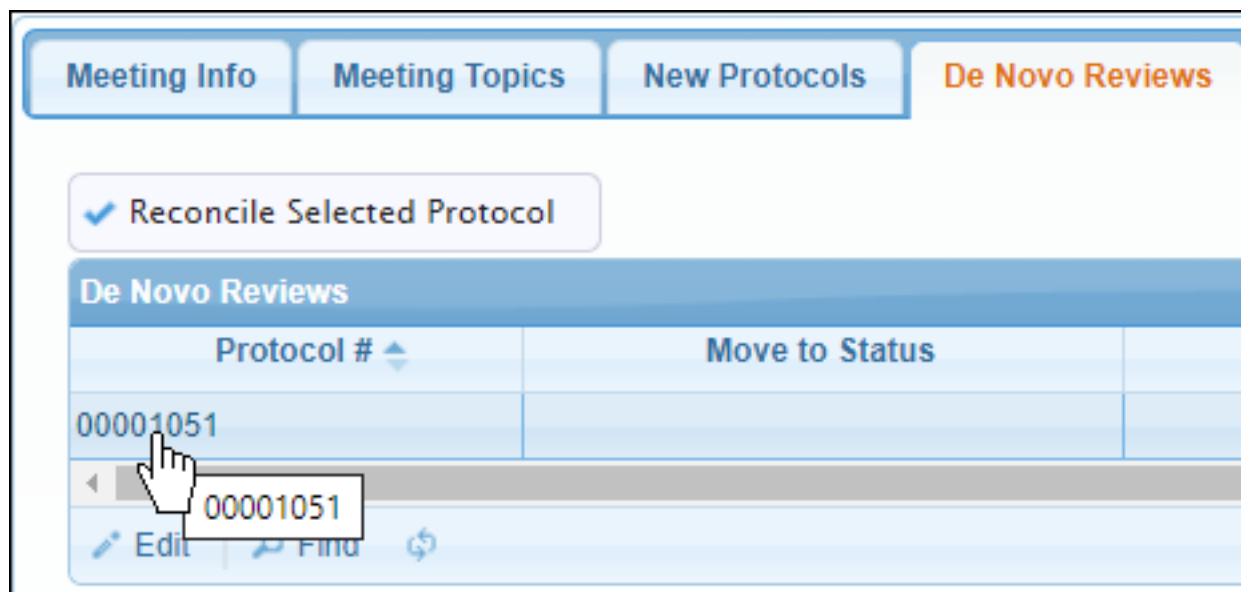
Committee Review Meetings are documented in Cayuse IACUC and can be accessed by clicking on the arrow next to IACUC, and clicking **Committee Meeting**.



Please note: The Meeting Date and the Meeting Location fields are populated from the Agenda setup and can only be modified from the setup.. The list of Committee Members is populated by the list of Committee Members in setup, and these members must have the IMBR role. [Learn more here.](#)

Reviewing Protocols

All protocols sent to the meeting can be reviewed in the meeting by clicking on a protocol tab and clicking on the protocol number within the list.

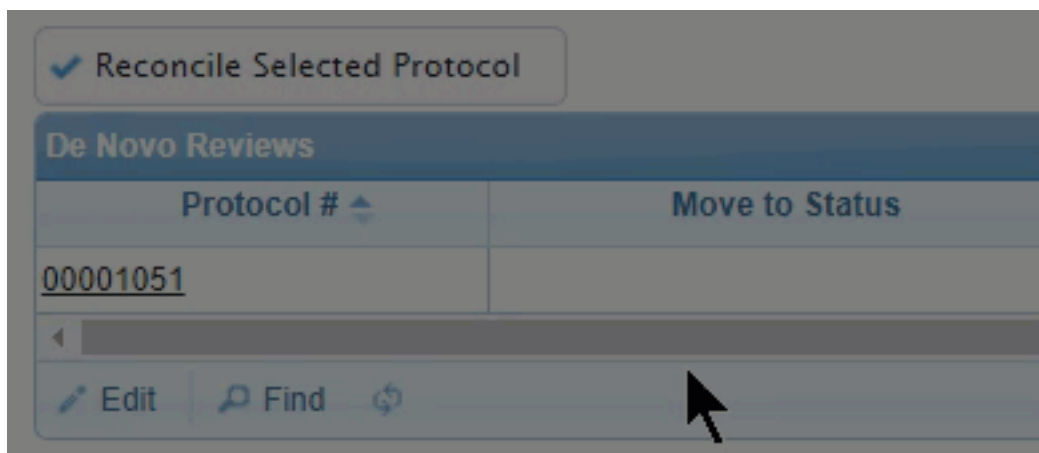


The review of the protocol works in the same way as a review outside of the meeting. [Learn more about reviewing here.](#)

Reconciling Protocols

All protocols must be reconciled prior to closing a meeting. To reconcile a protocol:

1. Click on the protocol within the list to highlight it.
2. Click **Edit**.



3. Edit the record, and click **Save**.

Edit Record

The 'Edit Record' dialog box contains the following fields and controls:

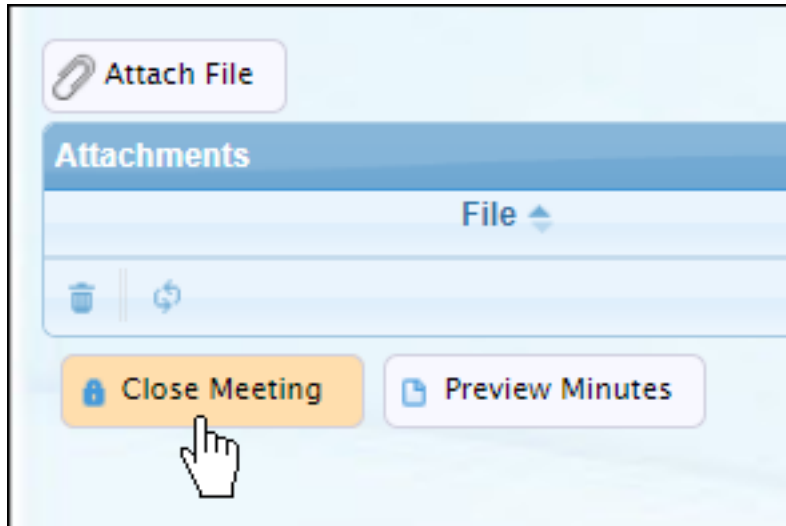
- 1** **Move to Status:** A dropdown menu currently showing 'Approved (w/o Stipulation)'.
- 2** **Minutes:** A large text input area.
- 3** **# No Votes:** A text input field with the value '0'.
- # Yes Votes:** A text input field with the value '0'.
- # Other Votes:** A text input field with the value '0'.
- At the bottom right, there are two buttons: **Save** (with a floppy disk icon) and **Cancel** (with an 'X' icon). A mouse cursor is pointing at the 'Save' button.

1. **Status:**
 - **Approved:** approves the protocol.
 - **Deferred:** defers to the next meeting.
 - **Pending:** protocol is sent back to the IACUC workflow.

- **Expired:** expires protocol (only applies to De Novos).
 - **Withdrawn:** withdraws protocol (only applies to Continuing Reviews).
2. **Minutes:** enter the meeting records here.
 3. **Votes:** records the number of meeting member votes for Yes, No, and Other.

Closing the Meeting

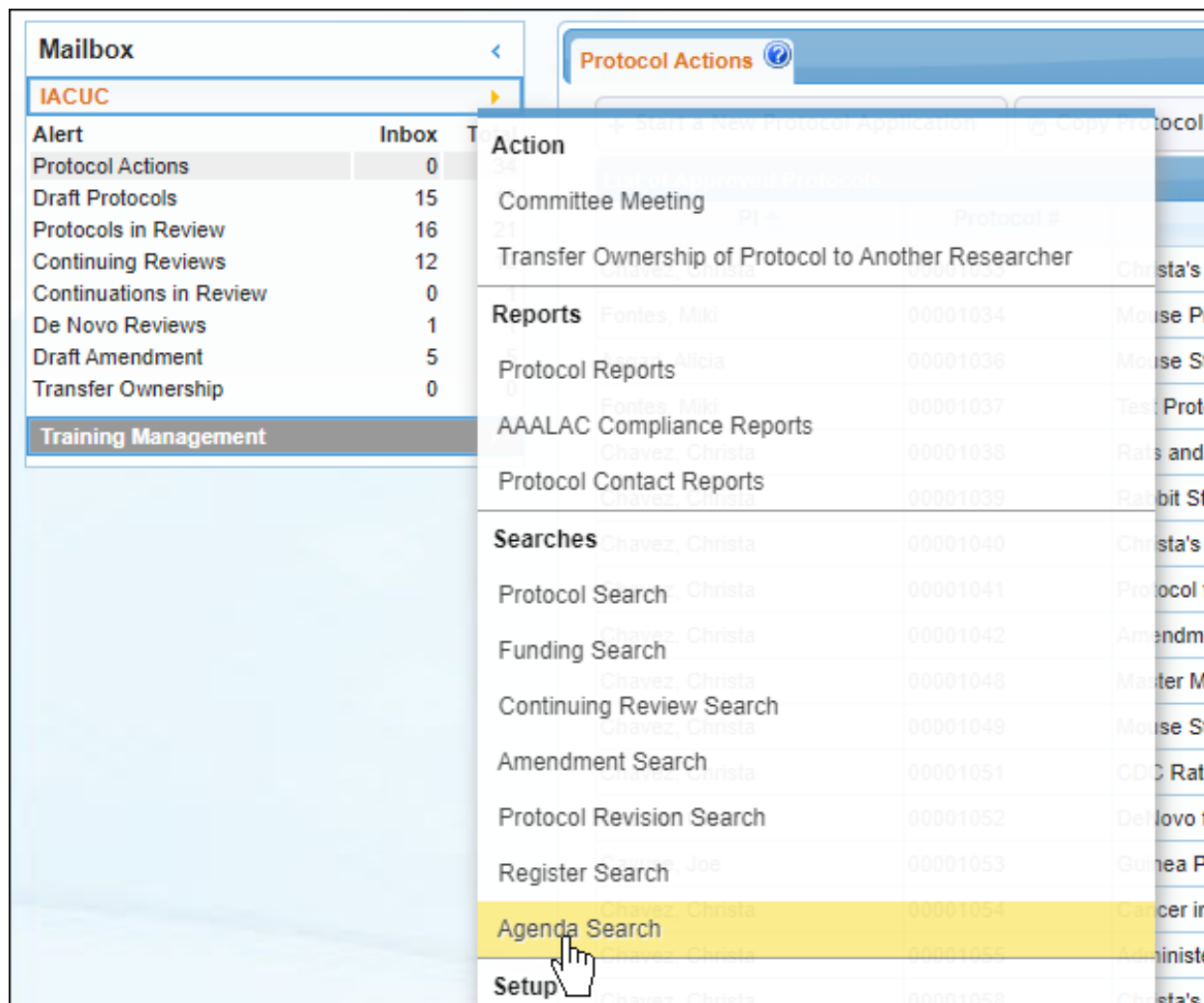
Click **Close Meeting** at the bottom of any tab.



If agenda records are reconciled, the meeting will close and the next scheduled meeting will become the active meeting.

Editing Past Meeting Minutes

Committee Review Meetings are documented in Cayuse IACUC. You can edit past meeting minutes by clicking the arrow next to IACUC, and clicking **Agenda Search** beneath Searches.



Use the filters to find the protocol requiring the edit, and click **Search**.

Agenda Search

Agenda Search Filters

Filters

✕ Meeting Date ▼ Less Than ▼ 06/30/2020

✕ -- choose a filter -- ▼

✕ -- choose a filter -- ▼

+ Add Filter

🔍 Search

📄 Export

🏠 Recall filters

Click on the protocol, and then click **Edit**.

Approved Protocols	<u>2020-1104</u>	Mouse Training Protocol for New Vivarium Users
Approved Protocols	<u>2020-1105</u>	Mouse Health Surveillance Protocol
New Protocols	<u>00001050</u>	Mouse Study with Breeding

◀

✎ Edit

↺

Edit the minutes in the provided field, and click **Save**.

Edit Record

Minutes

Revised minutes

Save Cancel

(R) Read Only (*) Required (N) Edit New Records Only

To preview the revised minutes, click on the protocol and then click **Preview Minutes**.

Agenda Search

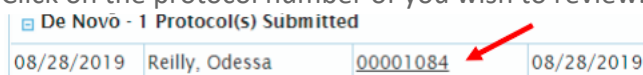
[Close Results](#)
[Save Filters](#)
[Preview Minutes](#)

Agenda Search Results

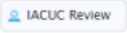
Section	Protocol	Title	PI
03/26/2020 - 20 Protocol(s) on Meeting			
3rd Year Full Review	00001051	CDC Rat Study for You	Chavez, Christa
Amendments	00001062	Testing for Amendments	Asgari, Alicia

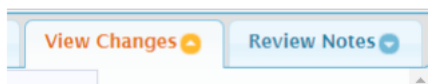
Adding Reviewer Footnotes


1. Click on the protocol number of you wish to review.




De Novo - 1 Protocol(s) Submitted			
08/28/2019	Reilly, Odessa	00001084	08/28/2019

2. Click on the  button at the bottom of the page.
3. Open your View Change tab in the upper right-hand corner.



4. In a text field where a change is required, click on the text box.
5. Notice that the identical text is shown in the first box under *Changes that have been made in document*.
6. Click on  and notice that the button now has a black frame around it.
7. Highlight the section of protocol text that you would like the researcher to change.
 - a. Notice that a new comment bubble appears in front of the highlighted text.
 - b. Notice that a new comment bubble is added to the Reviewer Notes section.
8. Add your change request to space next to the bubble in the under the Reviewer

Mailbox Alerts




Mailbox

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IBC

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Alert	Inbox	Total
Protocol Actions	0	3
Draft Protocols	11	11
Protocols in Review	2	3
De Novo Reviews	0	0
Continuing Reviews	1	1
Draft IBC Amendments	0	0
Continuations in Review		
Transfer Ownership	0	0



Mailbox

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IACUC

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Alert	Inbox	Total
Protocol Actions	0	6
Draft Protocols	11	11
Protocols in Review	1	5
Continuing Reviews	1	1
Continuations in Review		
De Novo Reviews	1	1
Draft Amendment	0	0
Transfer Ownership	3	3

Summary of Alerts

1. **Protocol Actions:** approved protocols
 - a. Actions
 - i. *Start a New Protocol Application:* allows the user to create a new protocol.
 - ii. *Copy Protocol to a New Document:* Creates a copy of the protocol and gives it a new protocol number. The new protocol is in Draft state and can be edited and submitted for committee review.
 - iii. *Start an Amendment:* Creates an amendment by creating a new version of the approved protocol which the user can edit and submit for review.
 - iv. *Protocol Versions Preview:* Allows the user to view all versions of the protocol.
 - v. *Register:* Allows the user to see credits or debits to the animal numbers register.
2. **Draft Protocols:** protocols that have been started but not yet submitted for review.
3. **Protocols in Review:** protocols that have been submitted for review but are not yet approved.
4. **De Novo Reviews:** De Novo reviews due to the IACUC but not yet submitted.
5. **Continuing Reviews:** Continuing Reviews due to the IACUC but not yet submitted.
6. **Draft Amendments:** Amendments that have been started but not yet submitted for committee review.
7. **Continuations in Review:** Continuing Reviews that have been submitted for committee review but are not yet approved.
8. **Transfer Ownership:** Transfer of ownership requests submitted for review but not yet approved.