

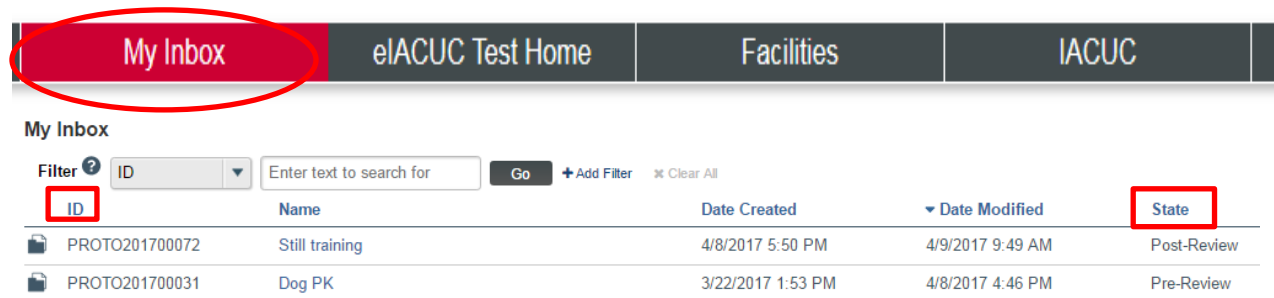
eIACUC Reference for PIs and Research Teams

Logging In

1. Go to <https://eIACUC.rutgers.edu>
2. Enter your **Rutgers NetID** and Password.
3. Click Login to enter the site.

My Inbox

- **My Inbox** displays all eIACUC submissions associated with you.
- **ID** column will indicate the type of submission (PROTO= new protocol, AMEND= amendment, AR= Annual Review, TR= Triennial Review, and CON= concern).
 - **Note:** Annual Reviews are only required for USDA covered species and DoD funded protocols.
- Identify the reason the submission appears in My Inbox by looking at the **State** column.
 - Pre-submission means you have not yet submitted the protocol. Open the protocol and click “Submit” to send the protocol for review.
 - Clarifications Requested- Respond to all Reviewer Notes and click Submit to send the protocol back to the IACUC for review. This will remove the protocol from your My Inbox.



ID	Name	Date Created	Date Modified	State
PROTO201700072	Still training	4/8/2017 5:50 PM	4/9/2017 9:49 AM	Post-Review
PROTO201700031	Dog PK	3/22/2017 1:53 PM	4/8/2017 4:46 PM	Pre-Review

IACUC Tab

- **Submissions:**
 - **Research Teams:** Indicates your research team(s) and the research team(s) you are on.
 - **In Review:** All submissions undergoing IACUC review.
 - **Active:** All approved submissions.
 - **Archived:** All discarded and closed submissions.
 - **All Submissions:** All submissions, in any state.
- **Standard Library:** Allows you to view IACUC approved procedures that can be used in a protocol. There are also templates you can copy and edit to meet your research team needs.
- **Concerns:** Allows you to create a concern.
- **Help Center:** Contains eIACUC reference guides and videos.

eIACUC Reference for PIs and Research Teams

The screenshot shows the eIACUC software interface. At the top, there is a navigation bar with tabs: My Inbox, Facilities, IACUC (highlighted in red), Portal 9.0, and Sandbox Home. Below this is a secondary navigation bar with links: Submissions, Standard Library, Concerns, Reports, and Help Center. The main content area is titled "Submissions" and features a search bar on the right. On the left, there are three buttons: "Create Concern", "Create Research Team", and "Create Protocol". The main content area has a filter bar with tabs: "Research Teams", "In-Review", "Active", "Archived", and "All Submissions". Below the filter bar, there is a "Filter by" dropdown set to "Name", a search input field with the placeholder "Enter text to search for", and a search button. To the right of the search input are links for "+ Add Filter" and "X Clear All". Below the filter bar, there is a table with two columns: "Name" and "Investigator". The table contains one row with the text "test pi" in both columns. At the bottom of the table, there is a pagination bar showing "1 items", "page 1 of 1", and "25 / page".

Steps to Complete Protocol

Please follow these steps to create your research team and generate your protocol. Detailed instructions are provided below for each step.

1. Create your Research Team
2. Check the substance library for all substances you will be administering (dosing compounds, anesthesia, analgesia, special diets, etc.). If they are not listed in the library, click Create Substance and create the substance(s).
 - Use the % symbol as a wildcard.
3. Check the procedure library for all procedures you will be performing (ex. tissue/blood collection, euthanasia, substance administration, imaging, behavioral, etc.). If the procedures you are performing are not in the library, click Create Procedure to create the procedure(s).

How to Create your Research Team

1. From the **IACUC** tab, click **Create Research Team**.
2. Type a **Research Team Name** and select the **PI**.
 - You can start typing the team member's name or click the ... to search for a name.
3. Click **Add** to add team members. Fill out all required fields (*****) and click **OK**.
 - Do not add the PI as a Team Member.
 - Students will need to log into eIACUC once to register their accounts before their name appears in the software.
4. Once all team members have been added, click **Finish**.

eIACUC Reference for PIs and Research Teams

Submissions

Search

Create Concern

Create Research Team

Create Protocol

Research Teams In-Review Active Archived All Submissions

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

Name	Investigator
test pi	test pi

1 items / page

How to Check and Create Substances and Procedures

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

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

Filter Name + Add Filter X Clear All

Name	Execute Activity	Date Modified	Species	Procedure Type	Scope
Blood Collection Rats- Test	Actions	4/7/2017 11:34 AM	Rat	Tissue/Blood Collection	Team
Blood collection retro-orbital, mice	Actions	3/14/2017 1:27 PM	Mouse	Tissue/Blood Collection	Standard

1. From the **IACUC** tab, click your **research team name**.
2. Click on the **Substances** tab and check for the substances you need.
 - In the filter box, type the % symbol followed by the first few letters of the substance. Ex. %iso for isoflurane. The % symbol serves as a wildcard and will broaden the search results.
 - If the substance is listed, you do not need to do anything. Proceed to search for all other substances.
 - If the substance is not listed, click Create Substance on the left. Answer questions 1-3, then click Finish.
3. Click on the **Procedures** tab and check for the procedures you need (ex. tissue/blood collection, euthanasia, substance administration, imaging, behavioral, etc.).
 - The system contains standard procedures which have been approved by the IACUC. To open a standard procedure, click the Procedure name. On the left, click "View Procedure" and scroll through the pages. If the procedure accurately describes what the lab does, you do not need to do anything. Proceed to search for all other procedures.
 - If the procedure is not listed or does not accurately describe what you are doing, you have two options:
 - Copy a standard procedure to make a team procedure- From the procedure library (IACUC tab, click your Research Team name, click the Procedures tab), locate the procedure you want to copy. In the second tab, click Actions- Copy Procedure. This will ask you to name the procedure and select a research team. This can take a

eIACUC Reference for PIs and Research Teams

minute to copy. Once it is copied, you can click on the procedure name and Edit Procedure on the left to modify it.

- Create a new procedure- Click the IACUC tab, your Research Team name, Create Procedure.
- Standard Procedures: These procedures can be inserted directly into your protocol. If the procedure says “template” in the title, you must copy the standard procedure to make it a team procedure.
- Team Procedures: You can create your own team procedures, or copy and edit a standard procedure/template to create a team procedure.

How to Create a New Protocol

Do not start creating your protocol until you have created/updated your research team and have all the substances and procedures needed for the protocol (see instructions above). **Please see the next sections if you are submitting a triennial review, annual review or amendment.**

1. From the research team workspace (click the IACUC tab, click your Research Team name), click **Create Protocol**.
2. Respond to all fields and scroll to move to the next section.
3. For the **Protocol Team Members**, include each person who will perform work under this protocol. Do not include the PI here.
4. For the **Experiments**, select the procedures that apply to all animals (**common procedures**) and those that apply to some animals or are used differently across animals (**variable procedures**).
5. On the final page, click **Finish**.
6. If you would like a research team member to be able to edit the protocol, click **Assign PI Proxy**. Enter the protocol team member name and click **OK**. You can assign multiple PI proxies. All other research team members will only be able to view protocols, not submit or respond to questions during the review process.

Pre-Submission

PROTO201900099

test protocol 123

Principal investigator: test pi
Submission type: New Protocol Application
Letter: Experimental Research
Primary contact: IACUC
IACUC coordinator:
Admin office: IACUC
Consulted vet:
PI proxies:

Next Steps

- Edit Protocol
- Printer Version
- Submit**
- Assign Primary Contact
- Assign PI Proxy**
- Manage Guest List
- Manage Ancillary Reviews
- Manage Related Safety Protocols
- Add Comment
- Discard
- Copy Submission

Pre-Submission → Pre-Review → IACUC Review → Post-Review → Review Complete

Clarification Requested (from Pre-Review) → Pre-Review

Clarification Requested (from IACUC Review) → IACUC Review

Modifications Required (from Post-Review) → Post-Review

History | Experiments | Documents | Reviews | Contacts | Snapshots | Training | Related Concerns

Filter by Activity [Enter text to search for] + Add Filter x Clear All

Activity Author Activity Date

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

eIACUC Reference for PIs and Research Teams

How to Create and Submit a Follow-On Submission (Amendment, Annual Review, Triennial Review)

1. From the **IACUC** tab, click your research team.
2. Select the name of the approved protocol.
3. On the left, click the “**Create ...**” button.
4. Complete the pages. Scroll to move to the next section.
5. When done, click **Finish** on the final page.
6. Click **Submit**.
7. Click **OK** to agree to the statement and submit for review.

How to Review and Respond to Reviewer Requests

1. Click the email link to open the submission. If you are already in eIACUC, click **My Inbox** to open the submission.
2. On the **History** tab, review any comments. **This is where REHS posts their review.**

History	Experiments	Documents	Reviews	Reviewer Notes	Contacts	Training	Change Log
Filter by Activity <input type="text" value="Enter text to search for"/> + Add Filter x Clear All							
Activity	Author	Activity Date					
<input checked="" type="checkbox"/> Ancillary Review Submitted REHS review complete. Please ensure hazard signs are posted.	pi, test	12/3/2019 10:46 AM					
Comment Added Please ensure hazard signs are posted.	pi, test	12/3/2019 10:46 AM					
Ancillary Reviews Managed	pi, test	12/3/2019 10:45 AM					
Clarification by Pre-Reviewer Requested	Administrator, System	11/26/2019 4:41 PM					
Response Submitted	pi, test	11/23/2019 10:34 PM					
Clarification by Pre-Reviewer Requested	coordinator, test	11/23/2019 10:29 PM					
Submitted	Administrator, System	11/23/2019 10:27 PM					
Amendment Created	coordinator, test	11/23/2019 5:56 PM					

3. Click Edit (Protocol, Amendment) on the left. The reviewer notes will appear as chat boxes with a number inside, indicating the number of reviewer notes in that section of the submission.

eIACUC Reference for PIs and Research Teams

STOP!
To most efficiently use this system, all procedures and substances must be created prior to starting the protocol form.
Any previous work in the protocol can be saved.

Procedure
Substance
Procedure

Protocol
Experiment
Procedure Substance
Experiment
Procedure

Go to forms menu Print Help

Basic Information

- * Select research team: test pi
- * Title of protocol:
Evaluation of the Efficacy of a Killed Vaccine in the Prevention of Respiratory Mycoplasmosis
- * Short title: Efficacy of a Killed Vaccine in the Preventi
- * Principal investigator: test pi

Exit Save Continue

4. Click on each chat box icon to open up the reviewer note. Note- These boxes are small and can be found on the right, at the end of a section or question.
5. Click Reply and enter in your response, then click OK.

Close

Reviewer Notes

Drop files in the text area to upload

tc test coordinator IACUC Staff Change Request

test read only field.
posted 10 days ago

Show 1 Reply Reply

eIACUC Reference for PIs and Research Teams

Reviewer Notes ✕ Close

ℹ Drop files in the text area to upload

tc **test coordinator** IACUC Staff Change Request

test read only field.
posted 10 days ago

Show 1 Reply

Enter text here

Attach Files OK Cancel

6. Make any changes you need to while in the protocol. If you need to update any procedures, this should be done in the procedure library (exit the protocol, click the IACUC tab, click your Research Team name, click Procedures tab).
7. On the protocol workspace, click **Submit Response**. Click **OK**.

Submitting a Concern

1. From the **IACUC** tab, click **Create Concern** on the left.
2. Complete the required questions, marked with an asterisk (*). Click **Continue** to move to the next page.
3. When done, click **Finish**.