

Introduction to a-tune tick@lab

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a-tune tick@lab – the IACUC and IBC’s New Electronic Submission and Review System

The Institutional Animal Care and Use Committee (IACUC) and Institutional Biosafety Committee (IBC) has transitioned to an electronic system for submission, review, and maintenance of IACUC and IBC applications. The software also integrates research, teaching and testing protocols, animal procurement and management, as well as veterinary medical records.

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IACUC and IBC related topics

Software functionality

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Attending Veterinarian related topics

Software functionality

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Laboratory Animal Resources

Software functionality

What we will cover

- General overview
- Logging-in and orientation of software
- Creating a new protocol
- Completing an IACUC/IBC form
- Submitting for review
- Responding to review comments
- Filters – Finding your protocols
- Creating an IBC from an IACUC
- Compare feature

What is a-tune tick@lab?

- Web-based protocol submission system for IACUC and IBC
- Integrate protocols, animal procurement and management, veterinary medical records
- Track animal orders and use

IACUC and IBC applications are completed, signed, and submitted completely in the system – no more hand-written signatures or Word document-based applications.

Benefits

- One document, always current with amendments incorporated
- Available in one place 24/7 from anywhere
- Mobile friendly
- See where protocols are in review process
- Meticulously selected and customized to match current forms
- One-stop-shop

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- Amendments are made within the existing approved protocols which means the most current version is always available
- Since this is a web-based system, you can access your protocols from anywhere at anytime with your username and password
- a-tune has a mobile version for tablets and phones
- You will be able to track the progress of your submissions based on the document status of your protocol
- We customized the software extensively to match our current forms and review processes as much as possible
- ORE, AV, and LAR have worked together to make this a one-stop shop from protocol submission to animal ordering and veterinary records

Access for tick@lab software

- An account is required before you can log into a-tune tick@lab
- Request an account via the excel file on the ORE Website
- Once you have an account, log in with your ISU NetID and Password
- The software works in all web browsers
- Off campus, you will need a VPN connection

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The system administrators must add users to the a-tune software before personnel, including the PI, are allowed access to the system.

Fill out the New User Request excel file that is available on the ORE website, under IACUC or IBC a-tune Program Information

<https://www.compliance.iastate.edu/committees/iacuc/a-tune-program-information>

The person listed in the PI column will have a team created and all personnel listed on the rows will be on their team.

Each excel file would have the same PI name in all rows and that PI's name will be the name of a Team.

To have Co-investigator status, mark the columns "Will be on IACUC or IBC protocols" AND "Will edit IACUC or IBC protocols."

Use an X in the cells under the column headings that apply to each person

Email this file to iacuc@iastate.edu or bphc@iastate.edu

You will need to have ISU's virtual private network (VPN) set up on devices to access the system when not connected to the ISU network. Instructions are found on the ITS website: <https://www.it.iastate.edu/services/vpn>

Emails

- Emails will be sent automatically from ticketlab@atune.com during status changes
 - Some emails do not require any action
- Emails will include a link to system
- Annual Review reminders will also come from this email
- No longer a 45-day waiting period between expired and closed protocols
- If your protocol expired, you will need to submit a NEW protocol for review
 - You can use the “Duplicate File” feature to do so

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The software only sends one email for status changes.

Please be sure to keep this in mind and respond promptly.

The IACUC and IBC Office won't be reminding you if you have something pending.

Please note: you will receive emails as the protocol moves through the process. Some emails do not require any action. Be sure to read the email to determine if action is required.

If you let a protocol expire, you will have to submit a new protocol to reestablish approval. However, there is a duplicate file button in the right-click menu of the file-level that will make this quite easy.

TEST vs PRODUCTION ENVIRONMENTS

- The TEST environment is used for training and is a sandbox:
<https://vpr007.its.iastate.edu/tickatlab/default.aspx>
You can use it to practice and learn, but the information in this environment will NOT be transferred into our final PRODUCTION environment
 - Do NOT put your protocols in the TEST environment –this environment is only for training purposes
- The PRODUCTION environment:
<https://protocols.its.iastate.edu/tickatlab>
 - In this environment, ongoing and upcoming protocols are entered and reviewed.

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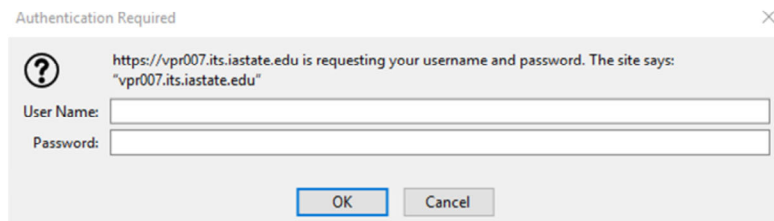
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<https://protocols.its.iastate.edu/tickatlab>

Or click on the Tick@Lab link in OKTA.

Log in to tick@lab software

- Test environment:
https://vpr007.its.iastate.edu/tickatlab_test/default.aspx
- A pop-up window will appear
- Use your NetID and password to log in
- If you do not see a pop up when visiting that site, allow pop-ups in your web browser



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The exercises and practice should be done in this TEST environment.

The PRODUCTION environment must be used for any actual protocols:
<https://protocols.its.iastate.edu/tickatlab>

Place the URL on the slide into your browser's address bar and hit enter.

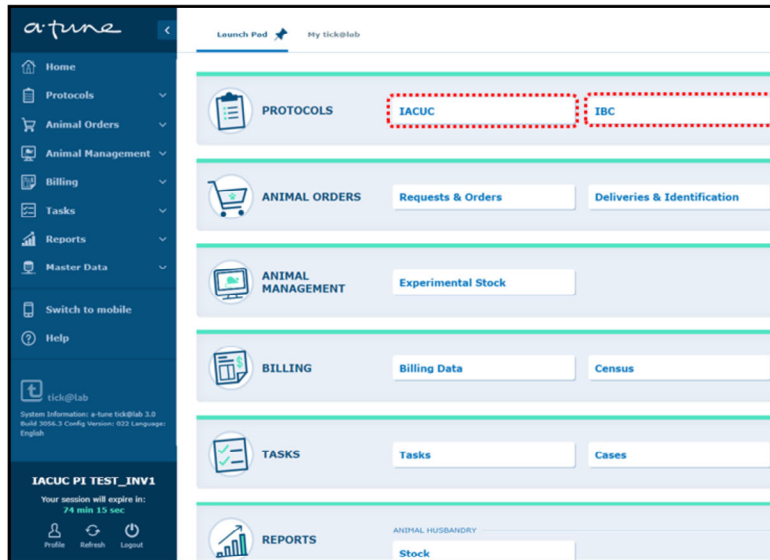
The Log In Pop Up window will appear.

Enter your NetID in the User Name Field.

Enter your normal password for your email in the Password field.

By registering for this training session, a profile in the TEST environment was made for you. To gain access to the PRODUCTION environment, fill out the excel file for requesting new users from <https://www.compliance.iastate.edu/committees/iacuc/attune-program-information> and email it to iacuc@iastate.edu.

Homepage Basic Controls Overview



This is an example of a homepage in tick@lab for a PI.

Other roles may have slightly different modules visible and available for use.

Basic controls:

- Home – takes you back to the homepage
- Switch to mobile – makes the controls work better on mobile devices, replaces right clicks with hover hands to access that menu
- Help – pop-up with a lot of help information for the system. We recommend using this as a helpful resource
- The Launch Pad tab contains protocols, orders and animal management features
- The My tick@lab tab contains any tasks you may be assigned
- Profile – user profile information (name, title, email, etc.)
- Refresh – refreshes the page (use this instead of the browser refresh)
- Logout – logs out of a-tune

Timer and Refresh

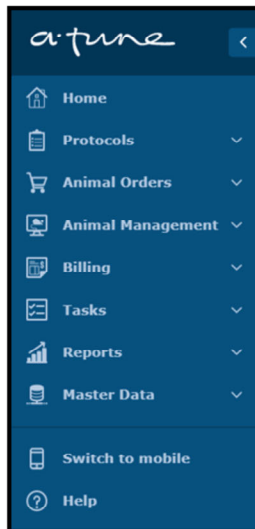
This timer indicates when you will be automatically logged out.

The refresh icon will reload the database.

The screenshot shows the aTune IACUC interface. A dark blue overlay box in the center contains the text "IACUC PI TEST_INV1" and "Your session will expire in: 88 min 6 sec". Below this text are three icons: a person icon labeled "Profile", a circular refresh icon labeled "Refresh", and a power icon labeled "Logout". A red box highlights the "Refresh" icon. In the bottom left corner of the interface, a smaller version of this overlay box is visible, also containing the same text and icons. The background interface includes a sidebar menu with options like Home, Protocols, Animal Orders, Animal Management, Billing, Tasks, Reports, Master Data, and a main content area with a table of entries.

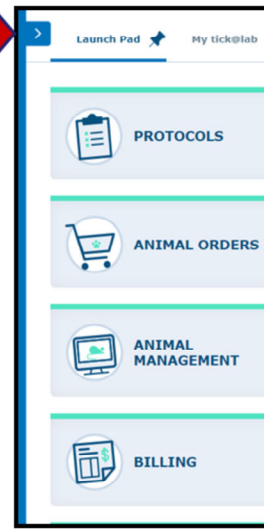
| IACUC # | Title | File created | File status | Last file status change | Expiration date | Document status | Last document status change | 1st approved | Princi invest |
|---------|-------|--------------|-------------|-------------------------|-----------------|-----------------|-----------------------------|--------------|---------------|
| | | | | | | | | | |

Minimize or Restore the Left Column



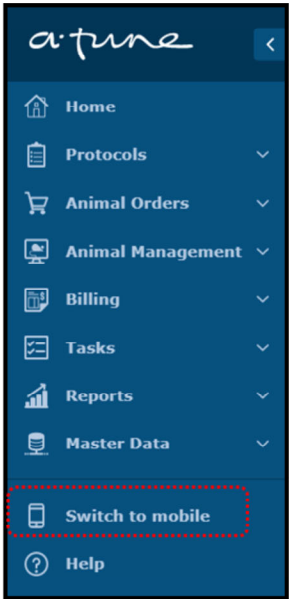
The left column of controls may be hidden by clicking on the left pointing arrow.

This menu may be restored by clicking on the right pointing arrow.



Right Click on Macs & iPads

- Macs can use CTRL + click to mimic a right click
- Macs and iPads can use “Switch to Mobile” to have a hand hover over right click menus



The screenshot shows the 'a-tune' application menu. The menu items are: Home, Protocols, Animal Orders, Animal Management, Billing, Tasks, Reports, Master Data, Switch to mobile, and Help. The 'Switch to mobile' option is highlighted with a red dashed box.

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Many controls in a-tune tick@lab rely on right click drop down menus.

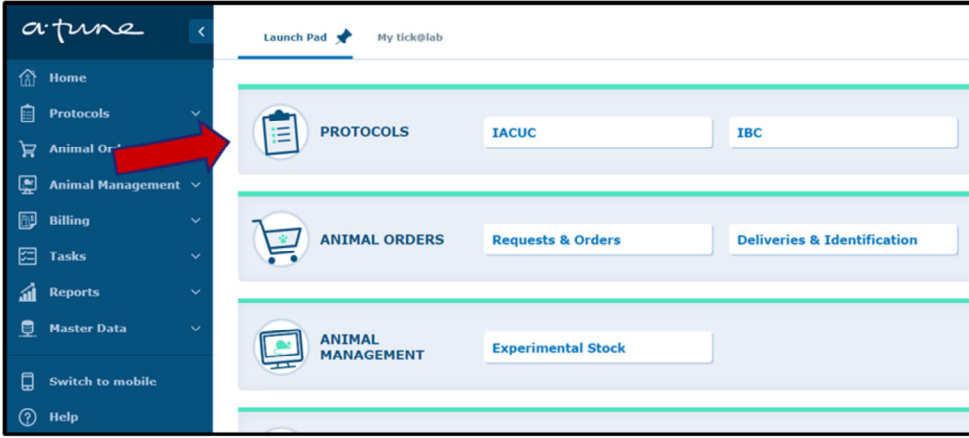
On Mac computers, the CNTL key can be held down while clicking to mimic a right click.

On iPads, you can switch to “MOBILE VIEW”, which will create a hover hand at sections where right clicking is required.

Click on the hand to open that menu and click again to select an option.

Navigate to Protocol Forms

- IACUC or IBC protocol forms are available on the homepage



The screenshot displays the 'a-tune' web application interface. On the left is a dark blue sidebar menu with the following items: Home, Protocols, Animal Orders, Animal Management, Billing, Tasks, Reports, Master Data, Switch to mobile, and Help. A red arrow points from the 'Protocols' menu item to the 'PROTOCOLS' section in the main content area. The main content area is titled 'Launch Pad' and 'My tick@lab'. It features three main sections: 1. 'PROTOCOLS' with sub-sections 'IACUC' and 'IBC'. 2. 'ANIMAL ORDERS' with sub-sections 'Requests & Orders' and 'Deliveries & Identification'. 3. 'ANIMAL MANAGEMENT' with a sub-section 'Experimental Stock'. The bottom of the page has a red banner with 'IOWA STATE UNIVERSITY' on the left and 'Office of the Vice President for Research ORE/AV' on the right.

The IACUC and IBC protocol forms are located in the “Protocols” section of a-tune tick@lab, now located on the Home Page.

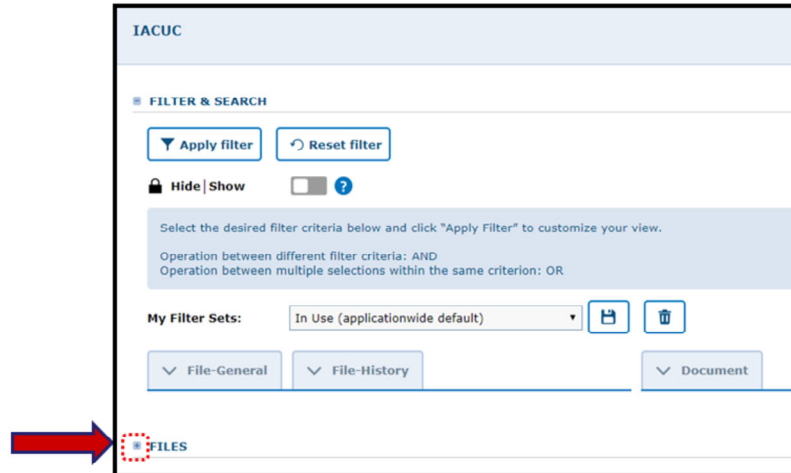
If you have navigated away from the homepage, access them by clicking on “Protocols” in the dark blue left side column of options, or click “Home”.

If you only see one option, either IACUC or IBC, that means you have access only to that committee. You may request access for the other one from the Office of Research Ethics (compliance.iastate.edu) if you want to submit the other type of protocol.

The controls are the same for both tabs. The IACUC area holds your IACUC protocols. The IBC area holds your IBC protocols.

Open the list of Files

- Click on the plus sign in a blue box just left of the word “Files”



A list of protocol files will open.

The File List

- You may have Files (protocols) in Test or Production that you did not put in
- Test has test data the a-tune admin team may have added

If you have any protocols started, they will appear in this list

| IACUC # | File title | File created | File status | Last file status change | Expiration date | Document status | Last document status change | 1st approved | Principal Investigator | Version | Next Annual Review Date |
|--------------|--------------------------------------|--------------|-------------|-------------------------|-----------------|-----------------|-----------------------------|--------------|------------------------|---------|-------------------------|
| IACUC-19-258 | care test teaching duplicated f... | 11-Nov-2019 | Initiated | 11-Nov-2019 | --- | Draft | 11-Nov-2019 | --- | TEST_INV3, IBC PI | 1.0 | --- |
| IACUC-19-255 | Test 12 - Created from 19-249 sht... | 04-Nov-2019 | Initiated | 04-Nov-2019 | --- | Draft | 04-Nov-2019 | --- | TEST_INV1, IACUC PI | 1.0 | --- |
| IACUC-19-254 | Test 11 | 30-Oct-2019 | Approved | 04-Nov-2019 | 30-Oct-2022 | Approved | 04-Nov-2019 | 30-Oct-2019 | TEST_INV1, IACUC PI | 16.0 | 30-Oct-2021 |
| IACUC-19-253 | Test 10 | 30-Oct-2019 | Initiated | 30-Oct-2019 | --- | For signature | 04-Nov-2019 | --- | TEST_INV1, IACUC PI | 10.0 | --- |

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You may have protocols that you have not put in. The a-tune administration team have added test data based on actual protocols in the TEST environment.

You may have protocols in the PRODUCTION environment that you have not added yourself. LAR staff have added skeleton protocols (with much of the protocol information missing) in order to utilize the animal management portion of the software.

You will need to add any of your protocols to the PRODUCTION environment and the animals on the skeleton protocol will be moved over to the protocol you enter.

Files vs. Documents in a-tune

- The **File** contains a group of documents
- **Documents** are different versions of the protocol
- The user must open the File in order to see the list of documents inside
- Files are opened by clicking on the blue text of the protocol number (Clicking on the folder icon does NOT open the folder)



The screenshot shows a table of files at the top and a sub-table of documents within a selected file. The file 'IACUC 19-254' is highlighted with a red dashed box. Below it, the 'Documents/Versions in File' table has 'Test 11' highlighted with a blue dashed box.

| Document description | Document title | Version | Last document change | Last document checkout | Document status | Last document status change | Principal Investigator | Species | Checked-out by |
|----------------------|----------------|---------|----------------------|------------------------|-----------------|-----------------------------|------------------------|---------|----------------|
| --- | Test 11 | 16.0 | 04-Nov-2019 | 04-Nov-2019 | Approved | 04-Nov-2019 | TEST_11V1, IACUC PI | --- | --- |

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The file is the protocol which contains a group of documents. Documents are different versions of the protocol. The user must open the File in order to see the list of documents inside.

Files are opened by clicking on the blue text of the protocol number. (Clicking on the folder icon does NOT open the folder)

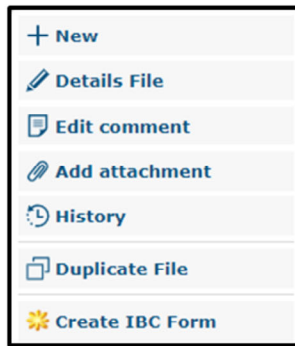
Documents must be checked out for the user to be able to edit them. Documents must be checked back in for other users to be able to check them out and then edit them.

Left clicking on the File title opens or closes it. Right clicking on a File title opens a menu of actions.

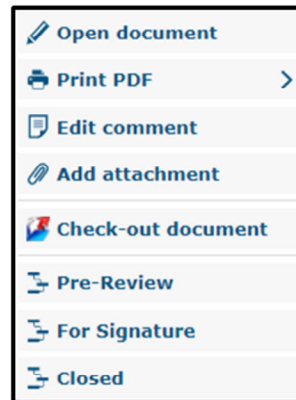
Left clicking on the Document title opens the document. Right clicking on a Document title opens a menu of actions.

Action Menus For Files and Documents

File right-click



Document right-click



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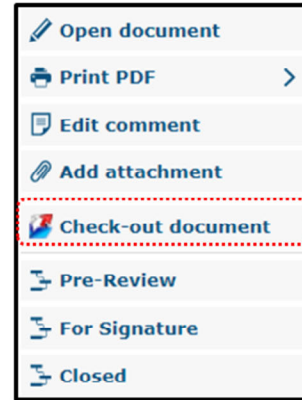
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The File right click menu allows you to duplicate the file or create an IBC from an IACUC. This menu would also allow you to change the title of the file by choosing Details File and editing the Title field.

The Document right click menu allows you to open the document, check it out, print it, move it to the next workflow step such as “For signature”, or start an annual review or amendment of an approved protocol.

Check out a Document to Edit it from the Files & Documents List

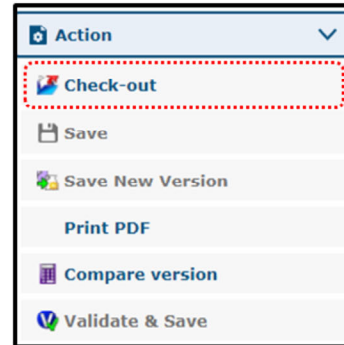
- Right click on the document title and select “Check-out document”
- When creating a NEW protocol, it is automatically checked out to the creator
- Only one person can have a document checked out at a time



Only one person may have a document checked out at a time, and only that person may edit the protocol at that time.

Check out a Document to Edit it while having the Document open

- Left click the document title from the list of files and documents to open it
- Under the Action drop down menu, select Check-out
- Only one person can have a document checked out at a time
- Only editable documents may be checked out (an approved document may not)



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Only one person may have a document checked out at a time, and only that person may edit the protocol at that time.

Documents in an editable status may be checked out. This includes documents in Draft, For Signature, Signatures, For Revision, Amendment, and Annual Review.

Approved documents are final and non-editable versions and thus are may not be checked out or edited.

Icons for Checked out documents

| IACUC # | File title | File created | File status | Last file status change | Expiration date | Document status | Last document status change | 1st approved | Principal investigator |
|--------------|--------------------------------------|--------------|-------------|-------------------------|-----------------|-----------------|-----------------------------|--------------|------------------------|
| IACUC-19-255 | Test 12 - Created from 19-249 wlt... | 04-Nov-2019 | Initiated | 04-Nov-2019 | --- | Draft | 04-Nov-2019 | --- | TEST_INV1, IACUC PI |

| Documents/Versions in File | | | | | | | | | | |
|----------------------------|----------------------|--------------------------------|---------|----------------------|------------------------|-----------------|-----------------------------|------------------------|---------|--------------------|
| | Document description | Document title | Version | Last document change | Last document checkout | Document status | Last document status change | Principal investigator | Species | Checked-out by |
| | --- | Test 12 - Created from 19-2... | 1.0 | 04-Nov-2019 | 05-Dec-2019 | Draft | 04-Nov-2019 | TEST_INV1, IACUC PI | --- | Walker, Jennifer |
| | --- | Test 12 - Created from 19-2... | 1.0 | 04-Nov-2019 | 04-Nov-2019 | Draft | 04-Nov-2019 | TEST_INV1, IACUC PI | --- | TEST_INV1, IACUC P |

- No Icon = No one has it checked out
- Green Checkmark = You have it checked out
- Red Circle/line = Another user has it checked out

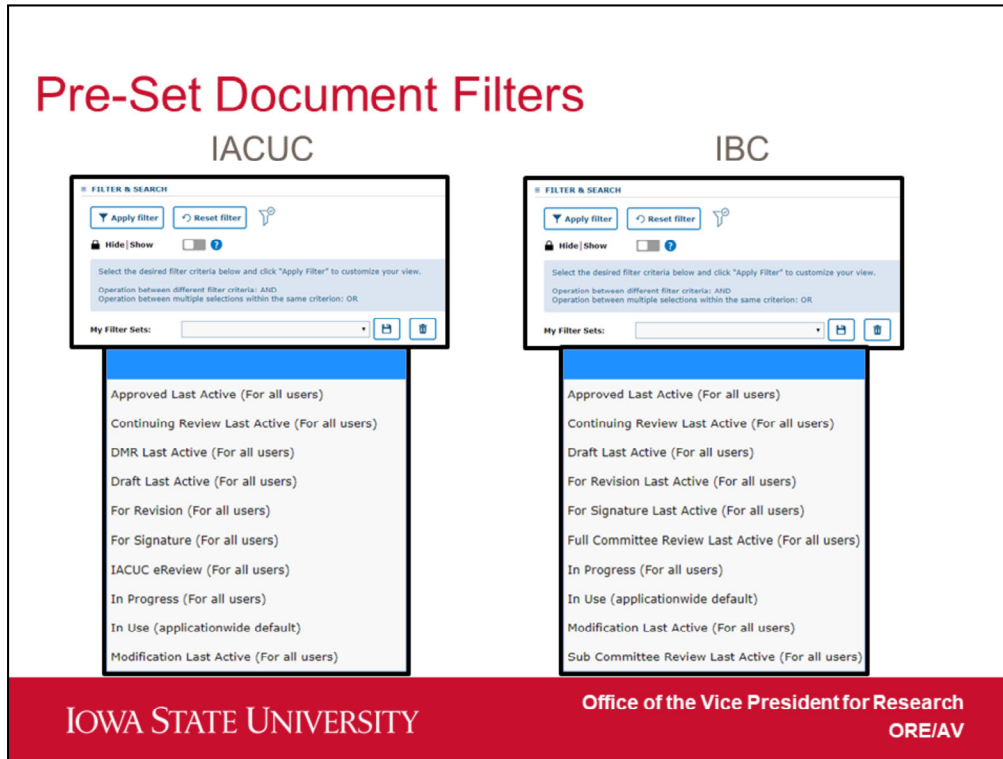
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You can tell who has a document checked out in the Checked-out by column

If you wish to edit a protocol that another user has checked out, please contact them

If a colleague has the document checked-out and they are out of the office (not working on the protocol), ORE also has the capability of checking-in a document for you.



Pre-set filters are available in the “My Filter Sets” drop-down menu. These are common filters used across all users.

If instead you set the filters manually, you must also Click on the Apply Filter Button.

If you are seeing a list that has been filtered and then want to see all files, click on the Reset Filter button.

You can also make custom filters by choosing parameters in the Document filter, and then clicking on the Apply Filter button. The list of files and documents under the word files will populate with only protocols that meet your criteria.

Click the Reset filter button to clear the filter you’ve used to make the list of files and documents complete.

If the document filter for Version is set to “Last, Active”, you will only see the most recent version of that document listed under a file. If a protocol is approved, you will only see the approved version, unless you have started an amendment or annual review, in which case you will see the last approved version AND the amendment or renewal version that is in progress. If “Last, Active” is NOT engaged, you’ll see every version that protocol has gone through.

Create a New Protocol

| IACUC # | File title | File created | File status | Last file status change | Expiration date | Document status | Last document status change | 1st approved | Principal Investigator | Version | Next Annual Review Date |
|--------------|--------------------------------------|--------------|-------------|-------------------------|-----------------|-----------------|-----------------------------|--------------|------------------------|---------|-------------------------|
| IACUC-19-255 | Test 12 - Created from 19-249.pdf... | 04-Nov-2019 | Initiated | 04-Nov-2019 | --- | Draft | 04-Nov-2019 | --- | TEST_INV1, IACUC P1 | 1.0 | --- |
| IACUC-19-254 | Test 11 | 30-Oct-2019 | Approved | 04-Nov-2019 | 30-Oct-2022 | Approved | 04-Nov-2019 | 30-Oct-2019 | TEST_INV1, IACUC P1 | 16.0 | 30-Oct-2021 |
| IACUC-19-253 | Test 10 | 30-Oct-2019 | Initiated | 30-Oct-2019 | --- | For Signature | 04-Nov-2019 | --- | TEST_INV1, IACUC P1 | 16.0 | --- |

Clicking on the New button launches a new protocol in a pop-up window.

If you click New, and nothing happens, be sure you have allowed pop-up windows and then click New again.

The type of protocol (IACUC or IBC) that is launched correlates with which Protocols area you are in. If you are in the IACUC section of the Protocols area, it will say IACUC at the top left corner of the main window, and the New button will launch an IACUC protocol. If you are in the IBC section of the Protocols area, it will say IBC at the top left corner of the main window and the New button will launch an IBC protocol.

If you can not see the New button, click on the sign just left of the word “Files”. This opens the list of files and documents and that is where the New button is located.

Allow Pop Ups

- a-tune tick@lab uses pop-up windows in many areas
- If something does not work as expected, always check that pop ups have been allowed
- Each browser type has its own way of allowing pop ups

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Chrome: when a pop up is blocked, note the red box with a white x in the address bar

Click on this icon and allow popups for the tick@lab site

Chrome Popup information:

<https://support.google.com/chrome/answer/95472?co=GENIE.Platform%3DDesktop&hl=en>

Firefox Popup information: https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting#w_pop-up-blocker-settings

IE 11 Popup information: <https://support.microsoft.com/en-us/help/17479/windows-internet-explorer-11-change-security-privacy-settings>

Edge Popup information: <https://www.isunshare.com/windows-10/enable-or-disable-block-pop-ups-in-microsoft-edge.html>

Safari Popup information: <https://support.apple.com/guide/safari/block-pop-ups-and-unnecessary-content-sfri40696>

Clicking the New button should launch a pop-up window

Close window X

Initiate File and Document Wizard

Document Template

File Properties

DOCUMENT TEMPLATE

Please select the document template you like to use. ?

Document Template*: IACUC Protocol

→ Next

Click on the Next button

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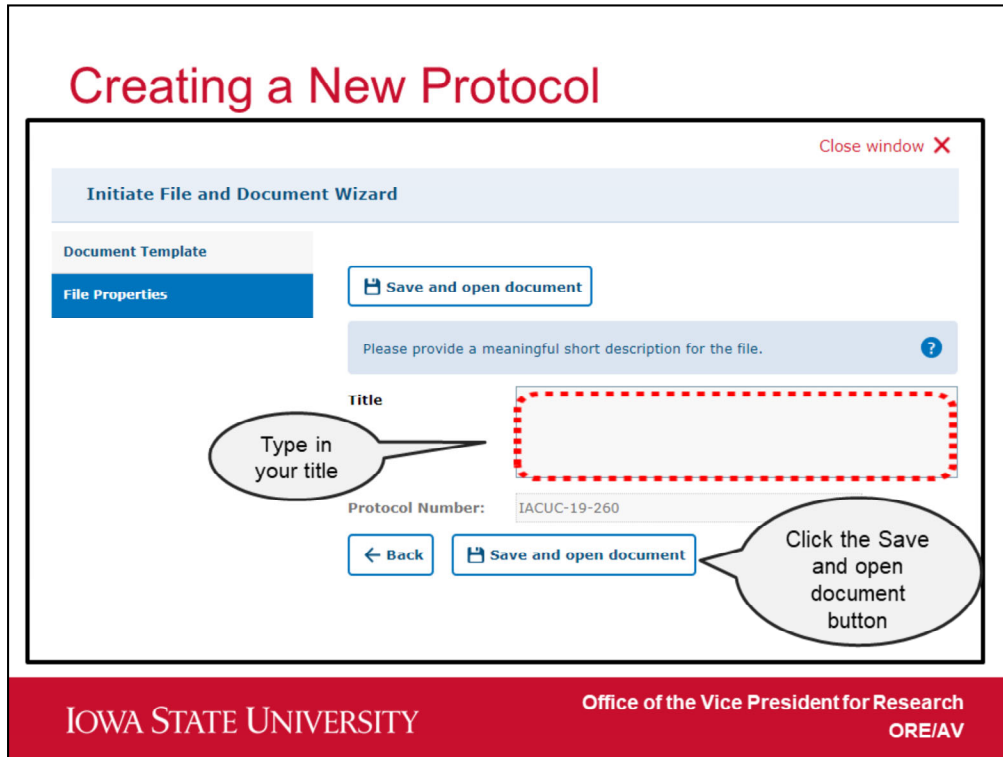
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Clicking the New button launches this “Initiate File and Document Wizard” window.

The Document template is automatically filled with IACUC if you were in the IACUC section when you clicked the New button, or IBC if you were in the IBC section when you clicked the new button.

Proceed by clicking the Next button.

If you want to create an IBC protocol but you see “IACUC Protocol” in the document template drop down, you must close that window. You go the Protocols area on the main menu and click on IBC. Then click on the New button, and this “Initiate File and Document Wizard” window will now have the IBC template automatically in the Document Template area.



This is where you add your title. If you need to change the title later, you may do so within the document on the General Information tab and for the File from the File right click menu, Details File option.

Notice that the Protocol Number is auto-generated.

The number format will be either:

IACUC – 2 digit year- a 3 digit unique ID number

IBC – 2 digit year – 3 digit unique ID number

Click the “Save and open document” button. This takes you into the protocol form.

Orientation to the Protocol Structure

The screenshot shows the 'IACUC Details' page for protocol 'IACUC-19-260 "test", v.1.0, Initiated/Draft'. At the top, there are navigation buttons: 'Back to overview', 'Review', 'Attachments', 'Action', and 'Workflow'. A left sidebar contains a list of protocol categories, with 'Protocol Category' highlighted in blue. The main content area has a message: 'Please select the type of protocol you will be drafting. Please note that if you change your selection later, you may need to provide additional information.' Below this is a section titled 'PROTOCOL CATEGORY' with an 'IACUC Type' dropdown menu. Two callout boxes are present: one pointing to the sidebar with the text 'Tabs down the left side indicate categories', and another pointing to the main content area with the text 'Clicking on a tab changes the questions in the center of the page'.

Protocol Category Tab – Select type

IACUC Details: IACUC-19-260 "test", v.1.0, Initiated/Draft

← Back to overview Review Attachments Action Workflow

Protocol Category

Policy

Personnel

General Training

General Information

Species

Experimental Design

Animal Numbers

Injections/Inoculations

Procedures & Surgeries

Procedures Training Verification

Breeding

Anesthesia/Analgesia

Field Studies

Animal Husbandry/Housing

Animal Monitoring

Please select the type of protocol you will be drafting. Please note that if you change your selection later, you may need to provide additional information.

PROTOCOL CATEGORY

IACUC Type

Click on the drop-down arrow to expand a list of types of protocol

As you move through the form, only tabs and questions that are required for that protocol type will be shown

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Notice in the middle section of the page there is a Protocol Category section with IACUC type. If you had created a new IBC, this would say IBC type. The drop down allows you to choose the type of protocol you would like to create. This mimics our previous paper system so you may choose from the following options:

For IACUC:

- Research
- Teaching
- Breeding

For IBC:

- Research/Teaching
- Breeding
- Field Release
- Exempt

When you select a type, the tabs on the left and the questions throughout the form change based on the content needed for that protocol type. For instance, breeding protocols are the only type with breeding related questions.

Overview of Controls

← Back to overview

Review

Attachments

Action

Workflow

- The **Back to overview** link returns you to the previous page: a list of files & documents.
 - It does NOT save.
- The **Review** button is used in the review process of the protocol
- The **Attachments** button allows you to attach a document

Attachments

← Back to overview
✔ Review
📎 Attachments
🔧 Action ▼
🔄 Workflow ▼

Close window ✕

Attachments

Protocol Category

Policy

Personnel

General Training

General Information

Species

Experimental Design

Animal Numbers

Injections/Inoculations

Procedures & Surgeries

Procedures Training Verification

Breeding

Anesthesia/Analgesia

Field Studies

Animal Husbandry/Housing

📎 Apply to document

+ Add
↩ Reset

File: Choose File | No file chosen

Description:

ATTACHMENTS

No. of entries: 0

| Last Changed | File | Description |
|-------------------|------|-------------|
| No. of entries: 0 | | |

Choose the correct tab

Once added, your attachment will show up here

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The attachments window can be used to add any additional reference material to your protocol (i.e. grants, permits, tables, journal articles, etc.)

To add an attachment follow the following steps:

- Click the “Attachments” button in the menu bar
- In the pop-up, make sure the correct tab on the left is selected where the attachment is referenced in the protocol.
- Click “Choose File”, and find your attachment wherever it is saved on your computer
- Click “Open” in the search window
- Add a description of the attachment in the “Description” box
- Click the “Add” button
- Once the file is attached, it will show up in the bottom sections under “Attachments”
- Repeat if necessary for other attachments
- Click the Apply to document button to finalize the attachment process and close the window.

- A paper clip icon will show up on any tab that has an attachment successfully added.

Overview of Controls



The screenshot displays a software interface with a top navigation bar. The bar contains a 'Back to overview' button, a 'Review' button, an 'Attachments' button, an 'Action' dropdown menu, and a 'Workflow' dropdown menu. The 'Action' dropdown menu is open, showing a list of options: 'Save & Check-in', 'Save', 'Save New Version', 'Print PDF', 'Compare version', and 'Validate & Save'. Below the screenshot, there are two bullet points explaining the 'Action' menu options.

- The **Action** menu displays a drop-down list of options
- This is where you **SAVE** the document

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Save: Saves the file – use if you want to save and keep working in the protocol.

Save & Check-in: Saves the file and checks it in so that another person could check it out to edit it.

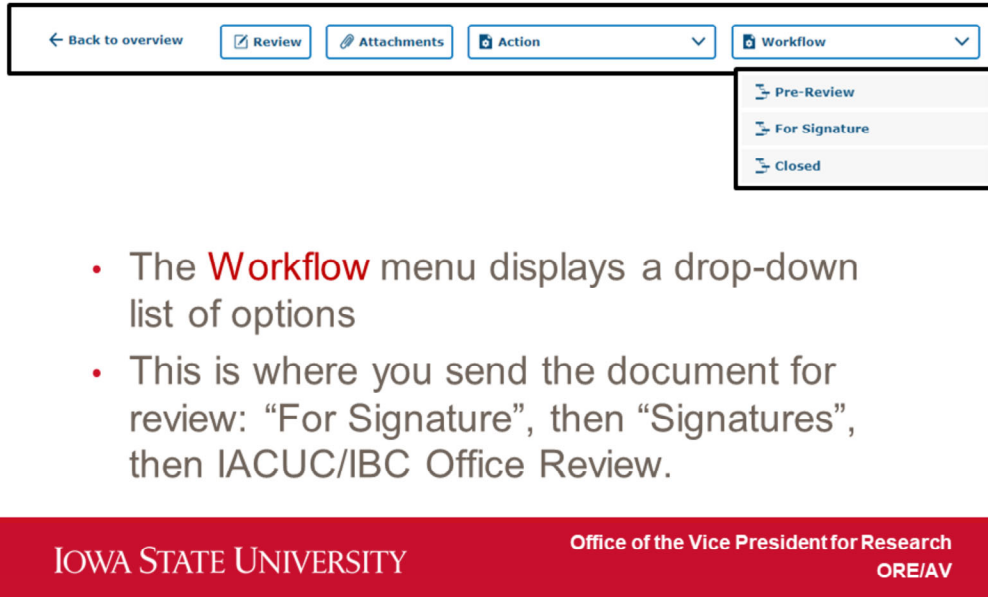
Save New Version: Saves a separate and new version of the file.

Print PDF: You would again choose your type of form. This prints a pdf of the file and displays it in a pop-up window. You can print to paper from the pdf.

Compare Version: Allows you to select a previous version of the file to compare this open version against.

Validation: Runs the file through a series of checks and will display messages at the top of the screen that tells if validations were successful or not.

Overview of Controls



The screenshot shows a navigation bar with the following elements:

- ← Back to overview
- Review
- Attachments
- Action
- Workflow (dropdown menu)

The Workflow dropdown menu is open, displaying the following options:

- Pre-Review
- For Signature
- Closed

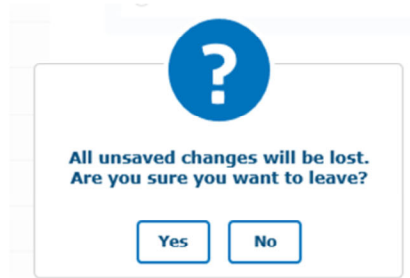
- The **Workflow** menu displays a drop-down list of options
- This is where you send the document for review: “For Signature”, then “Signatures”, then IACUC/IBC Office Review.

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The options that appear under Workflow change based on the status the document is in (Draft, For Signature, IACUC/IBC office review, etc.)

From a “Draft” state, the Workflow menu option of “For Signature” moves the protocol into the “Signatures” state to be signed by the PI. This is the first step in submitting to the IACUC/IBC office.

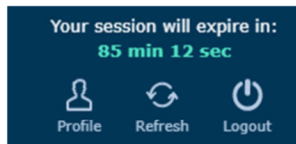
Warning Message



- While within a protocol, if you click on the “Back to overview” button this warning message appears
- To save your work before navigating away from the protocol, click No and then hover over the Action menu and choose Save

This system does NOT auto save

- We recommend you save often
- Under the Action drop down menu
- The system times out after a 90 minutes, and any unsaved changes will be lost
- Closing your browser window does not save and unsaved changes will be lost
- A countdown clock shows how long before your session will expire



Filling out a Protocol

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Notice tabs down the left side. These tabs help group the questions of the protocol.

When you click on a tab, it will turn a darker blue. The content in the middle section of the form will change to include the questions relevant to that tab.

Many of the questions are radio buttons or text boxes. Some questions use software specific controls that we will explain in this training.

We strongly recommend filling out the protocol form starting with the top tab and working down. Some of the questions build on information from previous questions. For instance, the Experimental Design tab questions may not be answered until you have entered information on the Species tab.

| Personnel Category | Roles |
|--|--|
| Principal Investigator | <ul style="list-style-type: none"> • Create a new protocol • Edit and view protocols • Order animals • Can only be one • Must also be signer • Signs to submit |
| Co-Investigator | <ul style="list-style-type: none"> • Create a new protocol, change PI • Edit and view protocols • Can be multiple • Order animals • Copied on emails |
| Research Personnel (including animal ordering) | <ul style="list-style-type: none"> • View protocols • Order animals • PI & Co-I(s) must also be listed here |
| Research Personnel (excluding animal ordering) | <ul style="list-style-type: none"> • View protocols |
| Signer | <ul style="list-style-type: none"> • Signs to submit • Can only be one • Must also be PI |
| Pre-reviewer | <ul style="list-style-type: none"> • A colleague that provides comments <u>prior to submitting</u> • <u>NOT</u> pre-review from IACUC/IBC office • Vet pre-reviewers are assigned by IACUC office |
| <p>IOWA STATE UNIVERSITY Office of the Vice President for Research ORE/AV</p> | |

Personnel Tab - Adding Personnel

IACUC Details: IACUC-19-260 "test", v.1.0, Initiated/Draft

← Back to overview

Protocol Category

Policy

Personnel

General Training

General Information

Species

Experimental Design

Animal Numbers

Injections/Inoculations

Procedures & Surgeries

Procedures Training

Verification

Anesthesia/Analgesia

Field Studies

Animal Husbandry/Housing

Animal Monitoring

Veterinary Care

Transportation

Euthanasia/Disposition

Please provide the names of all personnel who will oversee or conduct work under this protocol, including the Principal Investigator.

PRINCIPAL INVESTIGATOR

The Principal Investigator is responsible for all work conducted under this protocol and can edit the information. The Principal Investigator **MUST** be added under the section titled "Research personnel (including animal ordering)."

| Last name | First name |
|-----------|------------|
| Wahler | Jennifer |

CO-INVESTIGATORS

The Co-Investigators can edit the information in this protocol. They are also the alternate contact for the protocol. If the Co-Investigators are performing any live animal work, they **MUST** be added under "Research Personnel (including animal ordering)" or "Research Personnel (excluding animal ordering)."

| Last name | First name |
|-----------|------------|
|-----------|------------|

RESEARCH PERSONNEL (INCLUDING ANIMAL ORDERING)

Research Personnel conduct research procedures using animals under this protocol and are authorized to order animals. The Principal Investigator **MUST** be added under this section. The Co-Investigator **MUST** be added under this section if conducting animal work and ordering animals.

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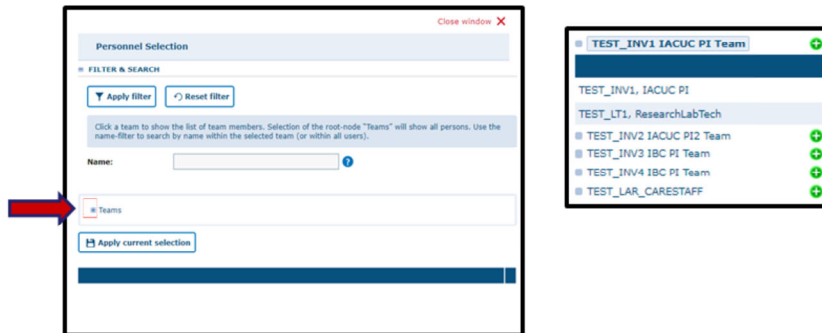
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There are Edit selection buttons under each category of personnel and there are several categories. They each have different roles.

The Signers category personnel will be required to sign the protocol before it is allowed to be submitted to the IACUC or IBC Committees.

This system is eliminating the Department Chair signature that was required on the paper form.

Personnel Tab - Adding Teams



- To find personnel on a Team, click the “+” next to Teams
- Find your team name and click on it
- Add individuals by clicking their name
- Add entire team to category by clicking the green “+”

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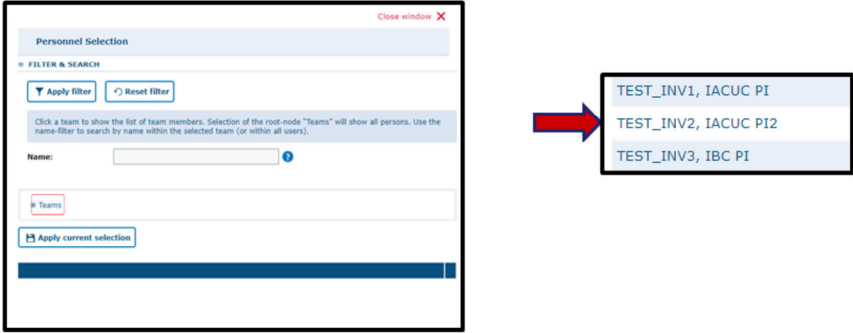
When you click on a person or team to select them, they appear in a list at the very bottom of this window. Be sure to scroll all the way to the bottom to see this list.

Be sure to add PI and CoPI to “research personnel animal ordering” group

Clicking the “+” sign shows a list of teams or groups. Clicking the word “Teams” shows a list of individuals in alphabetical order.

Clicking the green “+” to the right of a group name adds all members within that group.

Personnel Tab - Adding Individuals



The screenshot shows a 'Personnel Selection' window with a 'FILTER & SEARCH' section. It includes 'Apply filter' and 'Reset filter' buttons, a 'Name:' search field, and a 'Teams' filter button. A red arrow points to the 'Teams' button. Below the filter is an 'Apply current selection' button. To the right, a separate box shows a list of individuals: TEST_INV1, IACUC PI; TEST_INV2, IACUC PI2; and TEST_INV3, IBC PI. A red arrow points from the 'Teams' button to this list.

- For a list of all personnel in alphabetical order, click the word Teams
- Click the name of the person you wish to select

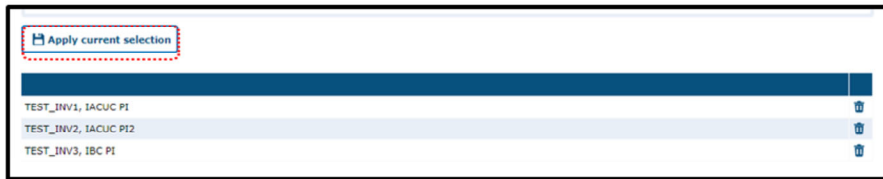
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When you click on a person or team to select them, they appear in a list at the very bottom of this window. Be sure to scroll all the way to the bottom to see this list. Be sure to add PI and CoPI to “research personnel animal ordering” group

Clicking the “+” sign shows a list of teams or groups. Clicking the word “Teams” shows a list of individuals in alphabetical order.

Clicking the green “+” to the right of a group name adds all members within that group.

Adding Personnel - Finalizing



| Apply current selection | |
|-------------------------|----|
| TEST_INV1, IACUC PI | 🗑️ |
| TEST_INV2, IACUC PI2 | 🗑️ |
| TEST_INV3, IBC PI | 🗑️ |

- A list of the selected personnel will appear at the bottom of the pop-up window (you will need to scroll down)
- Delete any personnel you need to by clicking the trash can on their row
- Click “Apply current selection” to put the names into the personnel category selected of the protocol form

If you know that a person is in a-tune, but you can't find them under a certain personnel category, they likely do not have the role that you are trying to put them under. Contact ORE to give that person that role or put this information into the table at the bottom of the page for new personnel – just indicate which role you want this person to have.

Once a person is added to your team, they will always show up in your team, unless you ask ORE to remove them.

Co-Investigator Creating a Protocol

- Add yourself as Co-Investigator first
- Delete yourself and add correct PI in Principal Investigator and Signer personnel categories
- Removing yourself from PI before adding yourself as Co-Investigator will lock you out of the protocol

Adding a New User

- The personnel tab has a table at the bottom where you can indicate you have additional users that are not already in the system

REQUEST ADDITION OF A NEW USER

If you are unable to locate a user by using the "Edit Selection" button above, please list that user's ISU e-mail address, name, and indicate their role(s) in the box below.

File - Edit - View - Insert - Format - Table -

Verdana - 11pt - B I U A - [color] - [background color] - [bulleted list] - [numbered list] - [table]

| ISU e-mail | First Name | Last Name | Co-Investigator | Research Personnel (including animal ordering) | Research Personnel (excluding animal ordering) | Pre-Reviewer |
|------------|------------|-----------|-----------------|--|--|--------------|
| | | | | test | | |
| | | | | test | | |
| | | | | | | |
| | | | | | | |

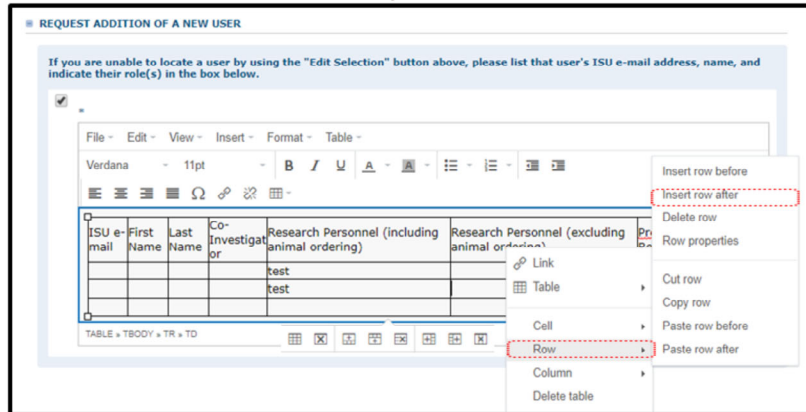
TABLE * TBODY * TR * TD

Expand a table by clicking into the textbox and dragging this corner down

The IACUC or IBC Office will add the people in this table as users in a-tune.

Adding Rows to a Table

- Click into the table and right click on text
- Hover over “Row” in the menu
- Select one of the “Insert Row” options



General Training Tab - Check Training

You must select the "required" training(s)

- IACUC Protocol Training
 - Required
 - CITI Working with the IACUC
 - AALAS AVMA Euthanasia Guidelines (required if performing euthanasia)
 - Optional
 - CITI Dual Use of Research Concern (DURC)
 - CITI Essentials for IACUC Members
 - CITI Post-Procedure Care of Mice and Rats in Research
 - CITI Working with Amphibians in Research Settings

Click "Refresh" to check if the training has been completed

REQUIRED GENERAL IACUC TRAINING FOR STUDY PERSONNEL

General IACUC Protocol Training is required for all personnel **PRIOR** to protocol submission and approval. The matrix below shows the current training status of all personnel.
 Click the edit selection button(s) on the Personnel tab to add names to each personnel group. Then select the relevant trainings in the Required General IACUC Protocol Training section above. Once trainings are selected, click the refresh button below and a list of required training appears. For each training, the table shows if the personnel have completed the training and it has been documented in their tck@lab user profile. The PI is responsible to ensure that all listed personnel have completed the required trainings.

Last update: 09-Dec-2019 11:25:19 AM

| | TEST_INV1_IACUC_PI | TEST_INV2_IACUC_PI2 | TEST_IT1_ResearchLabTech | TEST_IT2_ResearchLabTech | Walker_Jennifer |
|--|--------------------|---------------------|--------------------------|--------------------------|-----------------|
| CITI Post-Procedure Care of Mice and Rats in Research | NO | NO | NO | NO | YES |
| CITI Working with the IACUC | NO | NO | NO | NO | YES |
| AALAS AVMA Euthanasia Guidelines (required if performing euthanasia) | NO | NO | NO | NO | NO |

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- Euthanasia training should also be selected for planned and unplanned euthanasia, as the individual performing this will need to have taken training.
- As a reminder, training must be completed **prior to submission** to the IACUC/IBC office.
- The clear grey boxes (not the blue) are the ones to select.
- Only the CITI and AALAS options are required.
- You may utilize the Optional trainings for your records.
- You must click the Refresh button to have the table populated. If adding personnel to an approved protocol or after the last "refresh", **click Refresh button again.**

General Training Tab – Personnel Tables

Individuals on Personnel Tab:

No. of entries: 0

| + | Name | Degree | Specific Duties | Relevant Experience |
|---|------|--------|-----------------|---------------------|
|---|------|--------|-----------------|---------------------|

New Close window X

Name:

Degree:

Specific Duties:
TEST_INV1, IACUC PI
TEST_LT1, ResearchLabTech

Relevant Experience:

Individuals NOT on Personnel Tab:

| Name | Degree | Specific Duties on Project | Relevant Live Animal Experience |
|------|--------|----------------------------|---------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

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For individuals listed on the personnel tab:

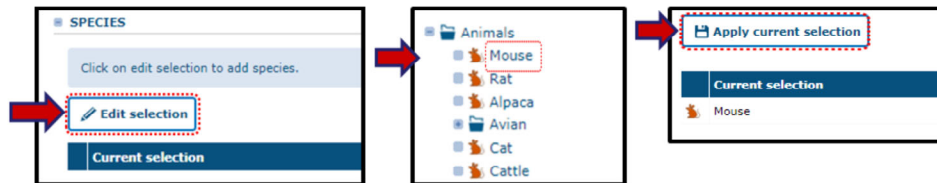
- Click the “+” in the top table
- Select each individual in the list
- Type in answers in each text box
- Select “Apply & New” to add another person
- Select “Apply” to only add one person
- Click “Close Window” when finished

For individuals NOT listed on the personnel tab (ex: Non-ISU employees, Individuals not yet entered into the system)

- Type in each person’s name, degree, duties and experience into the free-text text box at the bottom of the page

IACUC – Species Tab

- Click the Edit selection button
- In the pop-up that opens, click on the name of the species you are using (not the blue open box)
- Multiple species may be selected
- Click on the Apply current selection button at the bottom



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Multiple species can be added in this pop-up. All species selected will appear under "Current selection" section of the page.

You must click on the text of the species name (not the blue box to the left).

When the species listed at the bottom of the window is complete, click the Apply current selection button.

IACUC – Species Tab

Add USDA Pain category with animal numbers

Click on edit selection to add species.

Edit selection

Current selection

Mouse

Mouse

SPECIES JUSTIFICATION/INFORMATION

USDA PAIN CATEGORY

Please indicate what the Prospective Pain or Distress Classification that applies to each animal on this protocol. Add a separate line for each pain category per species by clicking the Add new row button. Please remember this number applies to the life of the protocol.

+ Add new row

| USDA Pain Category | Species | Number of Animals | |
|--------------------|---------|-------------------|---|
| D | Mouse | 10 | ✓ |
| C | Mouse | 12 | ✓ |

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Click the “Add new row” button. Fill in the pain category, species and number of animals

If you need more rows, click the “Add new row” button and create as many rows as you need. If you have one species with different pain categories, you use multiple rows, one for each pain category.

****NOTE:** The numbers of each species here MUST match with the numbers of each species on the Animal Numbers Tab or the protocol will not be allowed to be submitted. This is one of the validation steps.

The humane use category search below this table only needs to be completed for USDA covered animals and DOD funded studies with any species in humane use category D or E.

IACUC – Add an Experimental Design

The screenshot shows the 'IACUC Details' page for protocol IACUC-19-260. The 'Experimental Design' section is active, showing a table with one entry: 'Test Design 1' with 'Mouse' as the species. A callout box points to the 'Name of Design' field with the instruction: '1. Name your experimental design'. Another callout box points to the species selection area with the instruction: '2. Assign species: a) Click the + b) Check the box by the species desired c) Click "Apply"'. A third callout box points to the '+ Add' button with the instruction: '3. Click "Add". Repeat as necessary for additional experimental designs.'

Repeat for each experimental design.

You may add one experimental design or multiple. The number is up to you and what fits best with your protocol.

Teaching protocols – it is recommended to use one experimental design per teaching lab.

Click on the + sign on the line for species to open a drop down list of species (that is from the species you selected on the species tab).

For each experimental design created, a tab will be made and questions under that tab will appear. Each tab needs to be filled out.

IACUC –Animal Numbers Tab

The screenshot shows the 'IACUC Details: IACUC-19-260 "test", v.1.0, Initiated/Draft' page. The left sidebar contains a navigation menu with categories like Protocol Category, Policy, Personnel, General Training, General Information, Species, Experimental Design, Animal Numbers (highlighted), Injections/Inoculations, Procedures & Surgeries, Procedures Training Verification, Anesthesia/Analgesia, Field Studies, Animal Husbandry/Housing, Animal Monitoring, Veterinary Care, and Transportation. The main content area is titled 'IACUC Details: IACUC-19-260 "test", v.1.0, Initiated/Draft' and includes navigation buttons for 'Back to overview', 'Review', 'Attachments', 'Action', and 'Workflow'. Below these are tabs for 'Test Design 1', '2', and 'Total'. The 'Test Design 1' tab is active, showing a section for 'NUMBER OF ANIMALS' with a table of columns and a row of cells. A red dashed box highlights the 'Add/Edit Calculation' button. Below the table is a section for 'ANIMAL NUMBERS JUSTIFICATION' with a text area for input.

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Notice that there is a tab for each experimental design you created on the experimental design tab.

You must add animal numbers on each tab (except on the total tab).

Click the Add/Edit Calculation button to launch a pop-up window.

If the same animals are used for multiple designs, count the animals on the first design and indicate "0" for subsequent designs. Then, clarify this in the animal numbers justification question.

IACUC –Animal Numbers Tab

The screenshot shows the 'Calculation Details' section of the IACUC Animal Numbers Tab. It features a 'Selected Species' list on the left containing 'Mouse' and a 'For current calculation:' list on the right. A callout bubble points to the 'Mouse' entry with the text '1. Move the species to the right-hand box'. Below the species lists is an 'Update calculation' button. Underneath is a section titled 'Calculate animal values in the schema below:' which contains a table with columns for 'Max' and 'Factor'. The table has two rows: the first row has '0' under 'Max' and 'Animals' under 'Factor'; the second row has '0' under 'Max' and 'Animals per Part' under 'Factor'. To the right of the table are two '+New row' links. A callout bubble points to the top '+New row' link with the text '2. Click on the blue text "New row"'. At the bottom of the interface is an 'Apply calculation' button.

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It is critical that you get the name of the species you want to do the calculation for into the right-hand box.

You can move a species to the right-hand box by double clicking on the species name, or by highlighting the species and clicking on the double arrow.

Click on the blue text that says new row.

The IACUC office only requires a **maximum** number of animals used. The animal number module has the function to use calculations, but this is not required.

If multiple experiments use the same animals, these animals should only be counted once. If the animals have been accounted for in the first experimental design, use "0" for subsequent calculations.

If you want to learn more about the calculator function of this module, please refer to the Help menu in a-tunes.

IACUC –Animal Numbers Tab

The screenshot shows the 'Calculation Details' section of the IACUC Animal Numbers Tab. It includes a '1. Animal calculation' tab, a 'Selected Species' list, and a 'For current calculation' list. A callout points to the 'For current calculation' list with the text '3. Enter maximum number of animals'. Another callout points to the 'Apply calculation' button with the text '4. Click the "Apply calculation" button'. The interface also features an 'Update calculation' button and a table for calculating animal values in the schema.

| (| Max |) | Factor | |
|---|-----|---|------------------|------------|
| | 10 | | | +New row |
| | 10 | | Animals | Delete row |
| | 10 | | Animals per Part | |

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It is critical that you get the name of the species you want to do the calculation for into the right-hand box.

You can move a species to the right-hand box by double clicking on the species name, or by highlighting the species and clicking on the double arrow.

Click on the blue text that says new row.

The IACUC office only requires a **maximum** number of animals used. The animal number module has the function to use calculations, but this is not required.

If multiple experiments use the same animals, these animals should only be counted once. If the animals have been accounted for in the first experimental design, use "0" for subsequent calculations.

If you want to learn more about the calculator function of this module, please refer to the Help menu in a-tunes.

IACUC – Animal Numbers Tab Total

IACUC Details: IACUC-19-260 "test", v.1.0, Initiated/Draft

← Back to overview Review Attachments Action Workflow

Protocol Category

Policy

Personnel

General Training

General Information

Species

Experimental Design

Animal Numbers

Injections/Inoculations

Procedures & Surgeries

Procedures Training Verification

Anesthesia/Analgesia

Field Studies

Animal Husbandry/Housing

Provide the number of animals for each experimental design tab below. If the same animals will be used on multiple experimental designs, you should provide the justification for the first segment, and then select 0 animals for related segments with an explanation. It is recommended that an extra 10% is added for small rodents and chicks to accommodate extra animals shipped. Refer to the IACUC Policy on Allocating and Counting animals [here](#).

Test Design 1 2 Total

NUMBER OF ANIMALS

Click on the "Add/Edit Calculation" button to enter the maximum number of animals per group.

Add/Edit Calculation

| Species | Max | Factor | | |
|---------|-----|------------------|------------------|--------------------|
| Mouse | 10 | | Edit calculation | Delete calculation |
| | 10 | Animals per Part | | |
| | 10 | Mouse | | |

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You can move to the experimental design and total tabs by clicking on them.

The Total tab shows all numbers for each experimental design.

You can Edit or Delete calculations on the experimental design tabs but not on the total tab.

The animal numbers on the Total tab must match the animal numbers on the species tab's USDA pain category table of animal numbers.

IACUC – Animal Numbers Validation

- One major validation check is that the number of each species matches between:
 - The USDA Pain Category table on the Species Tab
 - The Animal Numbers Table on the Animal Numbers Tab

Species

USDA PAIN CATEGORY

Please indicate what the Prospective Pain or Distress Classification that applies to each animal on this protocol. Add a separate line for each pain category per species by clicking the Add new row button. Please remember this number applies to the life of the protocol.

+ Add new row

| USDA Pain Category | Species | Number of Animals |
|--------------------|---------|-------------------|
| D | Mouse | 10 |
| C | Rat | 10 |

Animal Numbers

Test Design 1 | 2 | Total

TOTAL NUMBER OF ANIMALS

| | Max | |
|------------------------------|-----|-------|
| Test Design 1 | 10 | Mouse |
| 2 | 10 | Rat |
| Total for all study segments | 10 | Mouse |
| | 10 | Rat |

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You can save your protocol before the validation is successful.

You can NOT submit your protocol to the Committee for review until the validation is successful.

Validation Check Examples

Successful Validation:

IACUC Details: IACUC-19-260 "test", v.1.0, Initiated/Draft

← Back to overview Review Attachments Action Workflow

| | |
|-------------------|--|
| Protocol Category | |
| Policy | Successful validation: All mandatory fields are filled in. |
| Personnel | The number of animals validation was successful. |

Failed Validation:

IACUC Details: IACUC-19-260 "test", v.1.0, Initiated/Draft

← Back to overview Review Attachments Action Workflow

| | |
|-------------------|---|
| Protocol Category | |
| Policy | The number of animals per species differs from the number of animals per species and pain category. |

IACUC - Procedures & Surgeries Tab

The screenshot shows the IACUC web interface for protocol IACUC-19-260 "test", v.1.0, in an Initiated/Draft state. The left sidebar contains a navigation menu with categories like Protocol Category, Policy, Personnel, General Training, General Information, Species, Experimental Design, Animal Numbers, Injections/Inoculations, Procedures & Surgeries (highlighted), Procedures Training Verification, Anesthesia/Analgesia, Field Studies, Animal Husbandry/Housing, and Animal Monitoring. The main content area is titled "List all procedures that will be used for each experimental design tab below." and shows a dropdown for "Test Design 1" with a count of 2. Below this, there are sections for "PROCEDURES & SURGERIES" and "SURGERY". The "PROCEDURES & SURGERIES" section includes an "Add Procedures & Surgeries" button (highlighted with a red dashed box), a "No. of entries: 0" indicator, and a table with columns for "Description" and "Species". The "SURGERY" section asks "Will you be performing surgery on this study segment?" with radio buttons for "No" and "Yes".

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Click the Add Procedures & Surgeries button.

A pop-up window will open where you can add procedures and surgeries and indicate which species will experience which procedure or surgery.

Two types of Procedures & Surgeries

“Procedures & Surgeries”

Pre-entered

Select, Apply, Add, Accept Selection

“Manually Described Procedures & Surgeries”

You add the Name and Description

Add, Accept Selection

IACUC - Procedures & Surgeries

Procedure Selection

^ (1) Choose procedures v (2) Assign species

Accept selection

PROCEDURES & SURGERIES

+ Add

MANUALLY DESCRIBED PROCEDURES & SURGERIES

+ Add Reset

Name*:

Description:

SELECTED PROCEDURES & SURGERIES

Indicate whether the predefined/manual descriptions of the selected procedures shall be carried over to the document by checking "Copy descr.". If necessary, then adjust the descriptions in the document to your needs.

No. of entries: 0

| Procedure | Species | Copy descr. |
|-------------------|---------|-------------|
| No. of entries: 0 | | |

Pre-entered:
Select from
Drop-down
and click "Add"

Manually entered:
Enter name, add
description, and
click "Add"

- Complete both the "Choose Procedures" and "Assign Species" tabs
- Click "Accept Selection" button when finished

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In the top section, use the + sign to open a list of pre-entered procedures and surgeries. Locate the procedure of interest, click the check box next to it. You may select several at once. Once you have your list, it is important to select the Apply button, and ALSO click the Add button.

If you don't see the procedure/surgery you want on your protocol, move down to the section labeled Manually Described Procedures & Surgeries. Ignore the Type drop down, we are not using it. Fill in the Name and Description fields and click on the Add button just above the Name.

Each time you click Add, it will add that procedure or surgery to a list at the bottom of this pop-up window under the heading Selected Procedures & Surgeries.

If there are multiple species on an experimental design, be sure to select the appropriate species to each selected procedure or surgery on the "Assign species" tab.

*** It is important to click the "Accept Selection" button when you are done adding procedures and surgeries. This is what adds them into your protocol.

Fill out both the “Choose Procedures” and “Assign Species” tabs.

Click “Accept Selection” button when finished.

Procedures & Surgeries

The screenshot shows a web application interface titled "DESCRIPTION OF PROCEDURES & SURGERIES". It includes a menu bar with "File", "Edit", "View", "Insert", "Format", and "Table". Below the menu is a toolbar with various icons, including a stethoscope icon. A text box contains the following text: "test procedure 1, modified: In this procedure we will do ~~work~~experiments and procedures related to this study". A callout bubble points to the stethoscope icon, stating: "This icon toggles the compare feature off and on." Another callout bubble points to the text box, stating: "Procedures can be edited in the text box. Remember to read through for accuracy." The footer of the page is red and contains the text "IOWA STATE UNIVERSITY" and "Office of the Vice President for Research ORE/AV".

Please read the pre-entered procedures or surgeries descriptions that are populated from the database, and edit them to reflect what you will actually do for your protocol.

The two stethoscope icon above the text box toggles on and off a track changes type feature.

- Red strikethrough indicates deleted text
- Green underline indicates added text

IACUC - Anesthesia & Analgesia Tab

The top two tables are for pre-entered procedures/surgeries.

Third table is for manually-entered procedures/surgeries

ANESTHESIA

For each procedure on the protocol where anesthesia will be used, select the procedure, species and drug below and provide the timing, dose, route, an frequency. Only procedures and species selected on the "Procedures" tab will appear. The appropriate drugs will then appear for selection.

[+ Add new row](#)

| Procedure or Surgery | Species | Drug | Timing (Pre-op, during, post-op) | Dose | Route | Frequency |
|----------------------|----------------------|----------------------|----------------------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

ANALGESIA & OTHER DRUGS

For each procedure on the protocol where analgesia will be used, select the procedure, species and drug below and provide the timing, dose, route, and frequency. Only procedures and species selected on the "Procedures" tab will appear. The appropriate drugs will then appear for selection.

[+ Add new row](#)

| Procedure or Surgery | Species | Drug | Timing (Pre-op, during, post-op) | Dose | Route | Frequency |
|----------------------|----------------------|----------------------|----------------------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

DRUGS FOR MANUALLY DESCRIBED PROCEDURES

For each manually described procedure on the protocol where anesthesia or analgesia will be used, please complete the table.

| Procedure or Surgery | Species | Drug | Timing (Pre-op, during, post-op) | Dose | Route | Frequency |
|----------------------|----------------------|----------------------|----------------------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Protocol Submission for Review - Step 1

- Workflow Menu
 - Select “For Signature”
- A pop-up window will appear
 - You may make an optional comment, this is permanently there
- Click “OK”
- Changes Status to “Signatures”



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Save one last time before submitting.

Must be in a state that includes a “For Signature” option under workflow (e.g. Draft, For Revision)

The “For Signature” option is the first step in the process for submitting for IACUC or IBC office review.

Adding a comment to the pop-up window is optional.

Do not select “Pre-Review” unless you have a pre-reviewer assigned on the personnel tab. **Pre-review is not a pre-review by the IACUC/IBC office.** It is intended for a colleague to review the protocol prior to submission to the IACUC or IBC. **USDA pre-review is administered by the IACUC office.**

Protocol Submission for Review - Step 2

Only the PI may do this step

Workflow Menu

- Select “Signatures”
- A pop up appears
- Read
- Add comment (optional)
- Click “Sign”
- Close window

A screenshot of a pop-up window titled "SIGNATURES". At the top, it says "By clicking sign, I acknowledge that all assurance statements answered previously are correct and I am the PI." Below that, it says "Sign of: IACUC-19-020(2.0)". There is a table with three columns: "Name", "Comment", and "Signed". The "Name" column contains the text "Walker, Jennifer Program Coordinator II [AV]". Below the table is a "Comment" field with a text input area. At the bottom, there are two buttons: "Sign" with a green checkmark icon and "Cancel" with a red X icon. A red arrow points from the left towards the "Sign" button.

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It may seem redundant to send the protocol to the “For Signature” state and then to the “Signatures” state, but this flow is in place for situations where a graduate student or scientist has created and drafted the protocol. They would send the protocol to the “For Signature” state, and the PI of the protocol would need to log in and sign the protocol in the “Signatures” state.

If you are both the drafter of the protocol and the PI, you do both steps.

As the PI, within the protocol that is in the “Signatures” status, go to Workflow. Click on “Signatures”. A pop up appears. As the PI, click the “Sign” Button. A password is not required here because the User has already supplied that by logging into OKTA before a-tune.

A timestamp of your signature will appear in the pop-up window.

Close the window by clicking the text “Close Window” in the top left corner. This refreshes the database. Closing the window with the top right “X” does not refresh the database. You would want to click on the word Refresh to do so if you closed it that way.

The protocol is then routed to the office in IACUC or IBC Office Review status.

Protocol Review Process

- Once signed, the document moves from the Status “For Signature” to the status “IACUC Office Review” or “IBC Office Review”
- The protocol is now in the review process and the PI/Personnel may not make any further changes until or if it is sent back for revisions
- The Office will review the protocol and if there are any questions, they send it back to you in the “For Revision” state
- You will get an email that there are comments to address

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If you realize you need to make a change after it's been submitted, you will need to contact ORE at 294-6288. You won't be able to make any changes when the protocol is under review.

Any document in the status “For Revision (xxx)” is ready for you as the PI to respond to review comments.

Finding Review Comments

IACUC Details: IACUC-19-260 "test", v.4.0, Initiated/For Revision (IACUC Office)

← Back to o **Review** Attachments Action Workflow

Protocol Category

Policy

Personnel

General Training

General Information

Species

Experimental Design

Animal Numbers

Injections/Inoculations

Procedures & Surgeries

Workflow

Please select the type of protocol you will be drafting. Please note that if you change your selection later, you may need to re-submit the protocol.

Workflow

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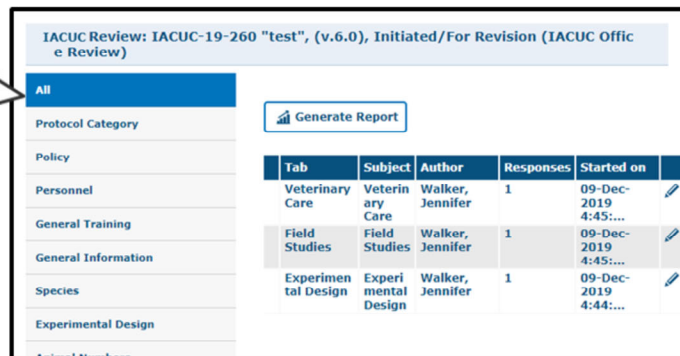
Clicking the Review button opens a pop-up window. If you don't see it, look behind your browser window for another window, or allow pop-ups.

Address the comments within the protocol itself, but also respond to the comment in the review module to state if the item has been updated/corrected/etc.

If appropriate, respond with information or justification for not making recommended changes in the protocol itself.

The Review Module

"All" tab shows a list of all comments



IACUC Review: IACUC-19-260 "test", (v.6.0), Initiated/For Revision (IACUC Office Review)

Generate Report

| Tab | Subject | Author | Responses | Started on | |
|---------------------|---------------------|------------------|-----------|----------------------|--|
| Veterinary Care | Veterinary Care | Walker, Jennifer | 1 | 09-Dec-2019 4:45:... | |
| Field Studies | Field Studies | Walker, Jennifer | 1 | 09-Dec-2019 4:45:... | |
| Experimental Design | Experimental Design | Walker, Jennifer | 1 | 09-Dec-2019 4:44:... | |

- Mimics the protocol tabs
- Click on the text of the entry to open the comment

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Comments are made on the tabs that are specific to where the concern is in the protocol.

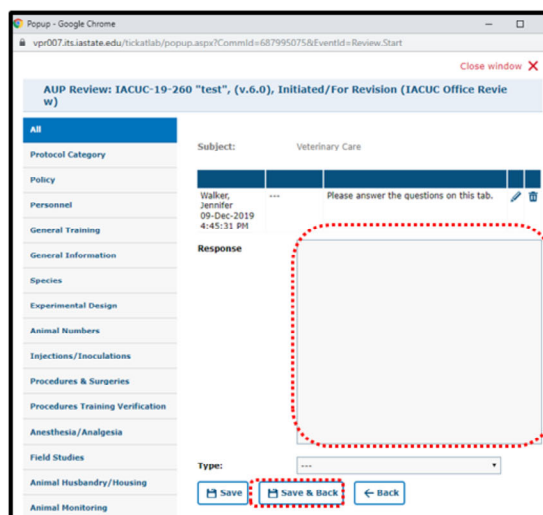
Note that the "All" tab at the bottom is selected, which is why all comments appear in the main window.

Address the comment within the protocol itself, then say fixed or done in response to a comment.

If you need to provide justification, please do so in the responses area of the comment.

Review Process – Addressing Comments

- Read review comment
- **Make the changes requested in the protocol itself**
- In the review window, write in a response
- Click the Save & Back button
- Save the document when finished

A screenshot of a web browser window displaying the IACUC review system. The browser title is "PopUp - Google Chrome" and the URL is "vpr007.its.iastate.edu/tickettab/popup.aspx?CommId=687995075&EventId=Review.Start". The page title is "AUP Review: IACUC-19-260 'test', (v.6.0), Initiated/For Revision (IACUC Office Review)". The interface includes a sidebar menu with categories like "All", "Protocol Category", "Policy", "Personnel", "General Training", "General Information", "Species", "Experimental Design", "Animal Numbers", "Injections/Inoculations", "Procedures & Surgeries", "Procedures Training Verification", "Anesthesia/Analgesia", "Field Studies", "Animal Husbandry/Housing", and "Animal Monitoring". The main content area shows "Subject: Veterinary Care" and a "Response" field with a red dashed border. Below the response field are buttons for "Save", "Save & Back", and "Back". A red arrow points to the "Save & Back" button.

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You must have the document checked out to make any changes into the protocol itself. If you are in the document (protocol), go to the Action menu drop down and select "Check out" to check it out.

Remember to use the Action Menu to Save it before you submit it back to the office for review.

Response to comment can be as simple as "addressed". The most important thing is making the changes **within the protocol itself**.

Note once you have clicked IACUC/IBC Office Review, the document will now be in the IACUC/IBC Office Review state again.

The workflow menu does change based on the state the document is in.

Statuses that Require PI Attention

| Status | Meaning |
|--|--|
| Draft | <ul style="list-style-type: none"> Protocol is in progress Has not been submitted |
| For Signature | <ul style="list-style-type: none"> Protocol has been sent to for signature PI needs to review, send to "Signatures" and sign |
| Signatures | <ul style="list-style-type: none"> PI signs the protocol in pop-up window Automatically sent to Office Review after signing |
| For Revision (IACUC/IBC Office Review or Pre-Review) | <ul style="list-style-type: none"> The committee, office, or pre-reviewer has comments that need to be addressed and sent back to the office |
| Amendment/Annual Review | <ul style="list-style-type: none"> An editable version of the protocol Fill out the amendment and/or annual review tabs Make any changes to protocol before signing and submitting |
| Pre-review | <ul style="list-style-type: none"> Not a pre-review by the office, contact the IACUC/IBC office if sent to inadvertently If USDA-covered protocol, the protocol is in review by a veterinarian If not your protocol, you may have been assigned as a pre-reviewer |

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Please note: you will receive emails as the protocol moves through the process. Some emails do not require any action. Only the above document statuses require your attention.

Both Committees:

Draft Status: A user has created and saved a protocol

For Signature: A user has completed the protocol and the PI needs to sign it

Signatures Status: The PI signs the document

For Revision Status: May occur following IACUC (IBC) office Review, DMR review, or a pre-review

IACUC:

IACUC Office Review Status: The document has been submitted to the IACUC office

IACUC eReview and DMR: the committee is currently reviewing the protocol

Full Committee Review Status: The document will be reviewed at the next full

committee meeting

IBC:

IBC Office Review Status: The document has been submitted to the IBC office

Subcommittee Review Status: The committee is currently reviewing the protocol (annual reviews and minor amendments)

Full Committee Review Status: The document will be reviewed at the next full committee meeting

Annual Reviews and Amendments

| IACUC # | File title | File created | File status | Last file status change | Expiration date | Document status | Last document status change | 1st approved | Principal investigator | Version | Next Annual Review Date |
|--------------|------------|--------------|-------------|-------------------------|-----------------|-----------------|-----------------------------|--------------|------------------------|---------|-------------------------|
| IACUC-19-264 | test | 10-Dec-2019 | Approved | 10-Dec-2019 | 10-Dec-2022 | Approved | 10-Dec-2019 | 10-Dec-2019 | TEST_IJVL IACUC PI | 4.0 | 10-Dec-2020 |

| Document description | Document title | Version | Last document change | Last document checked | Document status | Last document status change | Principal investigator | Species | Checked-out by |
|----------------------|----------------|---------|----------------------|-----------------------|-----------------|-----------------------------|------------------------|---------------------------|----------------|
| ... | test | 4.0 | 10-Dec-2019 | 10-Dec-2019 | Approved | 10-Dec-2019 | TEST_IJVL IACUC PI | Mouse, Rat, Albino, C57BL | ... |



- From an **approved** document, right click to select annual review **or** amendment
- This creates a new version, which is editable
- Make changes throughout the form as desired **and** fill in the appropriate amendment and/or annual review tab
- Once approved, the amendment or annual review version will replace the approved version, becoming the new approved version

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Reminder: only one submission can be submitted and in the review process at a time. Keep this in mind if your annual review date is approaching or you have multiple amendments.

You may NOT have an amendment under review and then submit another amendment or annual review concurrently. You will have to wait until the first amendment is approved before you may start another amendment or an annual review.

Only approved protocols have the option to do an annual review or amendment.

Clicking on the annual review or amendment option creates a new version of the document.

If the controls within the protocol are greyed out, go to the Action Menu and click on Check-Out.

Make changes as desired throughout the form and also fill in the appropriate amendment and/or annual review tab, which have questions specific to an amendment or annual review, respectively. **Do not take out any information that has already been completed in the study.**

You can do an annual review **and** an amendment at the same time:

- Select “Annual Review” on the right click drop down menu from the document list.

- Make desired changes in the protocol.

- Complete both the amendment and annual review tabs.

Only one submission (version) may be in the review process at one time.

Once changes have been made and the protocol is ready for submission, use the workflow menu to send it to For Signatures, then again to Signatures. From within the Signatures status, once the PI clicks the Sign button, the document will automatically be submitted to the IACUC or IBC office.

Withdraw a submission

| IACUC # | File title | File created | File status | Last file status change | Expiration date | Document status | Last document status |
|--------------|------------|--------------|---------------|-------------------------|-----------------|------------------------------------|----------------------|
| IACUC-21-030 | Test | 08-Oct-2021 | Annual Review | 08-Oct-2021 | 08-Oct-2024 | For Revision (IACUC Office Review) | 08-Oct- |

Documents/Versions in File

| Document description | Document title | Version | Last document change | Last document checkout | Document status | Last document status change | Principal investigator |
|----------------------|----------------|---------|----------------------|------------------------|------------------------------------|-----------------------------|------------------------|
| --- | Test | 10.0 | 08-Oct-2021 | 08-Oct-2021 | For Revision (IACUC Office Review) | 08-Oct-2021 | TEST_INV1, IACUC PI |

IACUC Office Review


Withdrawn

- From “For Revision” status, right click on the document level and select “Withdrawn”
- Click “OK” on the pop-up window
- The protocol will be reverted back to the previously approved version

Closing Protocols

| IACUC # | File title | File created | File status | Last file status change | Expiration date | Document status | Last document status change | 1st approved | Principal investigator | Version | Next Annual Review Date |
|--------------|------------|--------------|-------------|-------------------------|-----------------|-----------------|-----------------------------|--------------|------------------------|---------|-------------------------|
| IACUC-19-264 | test | 10-Dec-2019 | Approved | 10-Dec-2019 | 10-Dec-2022 | Approved | 10-Dec-2019 | 10-Dec-2019 | TEST_INV1, IACUC PI | 4.0 | 10-Dec-2020 |

| Document description | Document title | Version | Last document change | Last document checked | Document status | Last document status change | Principal investigator | Species | Checked out by |
|----------------------|----------------|---------|----------------------|-----------------------|-----------------|-----------------------------|------------------------|----------------------------|----------------|
| ... | test | 4.0 | 10-Dec-2019 | 10-Dec-2019 | Approved | 10-Dec-2019 | TEST_INV1, IACUC PI | Mouse, Rat, Albino, Cattle | ... |

| |
|--|
|  <ul style="list-style-type: none"> Annual Review Amendment |
|--|

- From an **approved** document, right click to select amendment or annual review
- This creates a new version, which is editable
- Go into the protocol and navigate to the Protocol Closure tab
- Select “Yes” to the Protocol Closure question
- Sign and submit the protocol
 - The IACUC/IBC office will then close your protocol

Duplicating a File

Right click on the file title to get a drop down menu

| | | | | | |
|--------------|--------------------------------------|-------------|---------------|-----|---------|
| IACUC-19-260 | test | 06-Dec-2019 | Approved | 10- | 10-Dec- |
| IACUC-19-258 | cara test teaching - duplicated f... | 11-Nov-2019 | Initiated | | |
| IACUC-19-255 | Test 12 - Created from 19-249 wit... | 04-Nov-2019 | Initiated | | |
| IACUC-19-254 | Test 11 | 30-Oct-2019 | Annual Review | | |

- After clicking the “Duplicate File” button, a new draft will be added to your list of protocols
- The new protocol has a new number
- Review the protocol and edit as applicable to the new project
- You can change the file title by right clicking the file title and selecting “Details File”, which opens a pop-up window with the title text box

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The File level of a protocol has a drop-down menu (from a right click) that includes an option to Duplicate File. The Documents of a file do not have this option. You must right click on the text of the File level of a protocol to have this option.

When you choose the Duplicate File option, a new file is generated and it will have a new protocol number and appear in your list of files. It is automatically checked out to the user that duplicated the file.

This new file will have all the information in it that the file used to create it did. It can be edited after the user checks it out.

This is especially useful for 3-year (IACUC) and 5-year (IBC) renewals, and for protocols that you may be taking over for another PI.

Any questions that have been changed since the previous protocol was completed will not have answers duplicated

Please thoroughly review all the information in the new document to ensure it reflects how you want to carry out this current protocol and complete any blank questions.

Creating an IBC from an IACUC

- Select “Create IBC Form” from file menu
- This creates an IBC with a one-time data transfer
- Any changes going forward need to be made on both the IACUC and the IBC
- Joint IACUC and IBC protocols will need to be 1:1

Right click on the file title to get a drop down menu

| IACUC # | File title | File creation date | Status | Last file status change | Expiration date | Document status | Last document status change | 1st approved | Principal Investigator |
|--------------|------------|--------------------|-----------|-------------------------|-----------------|-----------------|-----------------------------|--------------|------------------------|
| IACUC-19-285 | TEST | DEC-2019 | Initiated | 10-DEC-2019 | --- | Draft | 10-DEC-2019 | --- | TEST_INV1 IACUC PI |

Are you sure you want to create an IBC protocol based on the selected IACUC protocol? Once the IBC protocol is created, the IACUC and IBC documents are maintained independently. No further data synchronization will occur.

Yes No

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This feature is available from the Files and Documents list.

You must right click on the FILE level of the protocol. This does not work for the document level of the protocol.

This is a one-time transfer, so be sure your IACUC is as complete as possible before you create an IBC from it. Click the Yes button to proceed with the IBC creation from this IACUC file.

Going forward, any amendments made to either the IACUC or IBC protocol must be made to both, if relevant.

You will need to have one IACUC for each IBC and vice versa.

Data from the IACUC from the Personnel, General Information, IACUC Information (or Breeding information for a breeding protocol) and EH&S is transferred to the IBC.

However, additional questions are asked on those tabs in the IBC protocol form, so

please review those tabs and ensure all questions are completed.

Creating an IBC from an IACUC

- Please leave the auto populated title. You may add a descriptive title **after this**.
- Relevant info will be populated into the IBC protocol draft.
- Review all tabs to ensure all questions are answered.

The image displays two sequential screenshots of a software wizard titled "Initiate File and Document Wizard".

The top screenshot shows the "DOCUMENT TEMPLATE" selection screen. The "Document Template*" dropdown menu is set to "Institutional Biosafety Committee Protocol (I)". A red dashed box highlights the "Next" button at the bottom.

The bottom screenshot shows the "Title" entry screen. The "Title" field contains the text "IBC created from IACUC-19-265", which is highlighted with a red dashed box. Below the title field, the "Protocol Number" is displayed as "IBC-19-174". A red dashed box highlights the "Save and open document" button at the bottom right.

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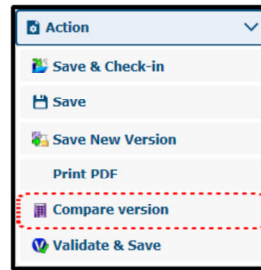
Please leave the auto populated title. You may add a descriptive title of your choice AFTER that title.

Data from the IACUC is transferred to the Personnel, General Information, IACUC Information (or Breeding information for a breeding protocol) and EH&S tabs in the IBC.

However, additional questions are asked on those tabs in the IBC protocol form, so please review those tabs and ensure all questions are completed.

Compare feature

- Open a protocol
- Under the Action menu, choose “Compare version”
- Select the version to compare to based on document status
- Compares current open version of the protocol with a previous version selected



| File version | File status | Document version | Document status | Last modification at | Last modification by |
|--|-------------|------------------|---------------------|----------------------|----------------------|
| <input type="radio"/> 1.0.0 | Approved | 4.0 | Approved | 10-Dec-2019 | TEST_INV1, IACUC PI |
| <input type="radio"/> 0.3.0 | Initiated | 3.0 | IACUC Office Review | 10-Dec-2019 | Walker, Jennifer |
| <input type="radio"/> 0.2.0 | Initiated | 2.0 | For Signature | 10-Dec-2019 | TEST_INV1, IACUC PI |
| <input checked="" type="radio"/> 0.1.0 | Initiated | 1.0 | Draft | 10-Dec-2019 | TEST_INV1, IACUC PI |

OK Cancel

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The compare feature is available from within a protocol (IACUC or IBC).

Under the Action menu, click Compare Version.

Compare feature

IACUC-19-264(5.1) compared to (5.0)

Open all Close all Print PDF

Differences found: 2

PERSONNEL (1)

Co-Investigators

| Last name | First name |
|-----------|------------|
| TEST_RWJ | BSC PI |

GENERAL INFORMATION (1)

Billing and Funding

Please indicate if this project is federally funded, has been submitted for federal funding, or you plan on submitting for federal funding. If so, please fill out the above funding information table.

- No
- Yes
 - Please indicate the federal agency funding this project:
 - DOG

- List of changes appears in pop-up
- Deletions in red
- Additions in green

The “Open all” button expands the pop-up window to list all changes found between the two versions.

Compare feature

CO-INVESTIGATORS

The Co-Investigators can edit the information in this protocol. They are also the alternate contact for the protocol. **If the Co-Investigators are performing any live animal work, they MUST be added under "Research Personnel (including animal ordering)" or "Research Personnel (excluding animal ordering)."**

[Edit selection](#)

| Last name | First name |
|-----------|------------|
| TEST_INV3 | IBC PI |

Details

| Last name | First name |
|------------------|---------------|
| <u>TEST_INV3</u> | <u>IBC PI</u> |

- Changes are also highlighted within the protocol
- Click the arrow to collapse/hide details
- Click "Stop comparison" to turn off the compare feature

[← Back to overview](#) [Stop comparison](#) [Review](#) [Attachments](#) [Action](#)

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Within the protocol itself (versus the pop-up window), changes are also highlighted with yellow orange boxes with the same green underline for insertions and red strikethrough for deletions.

The compare feature will remain on until you click the "Stop comparison" button.

Contact Information

- Cara Hageman - ORE: 294-4673, cara@iastate.edu
 - IACUC and IBC related topics
 - Software functionality
- Jen Walker, a-tune project manager - AV Office: 294-8964, jlwd@iastate.edu
 - Attending Veterinarian related topics
 - Software functionality
- Brian Carney - LAR: 294-0536, bscarney@iastate.edu
 - Laboratory Animal Resources related topics
 - Software functionality