



Topaz Electronic Protocol Reviews and Electronic Meeting Instructions



OFFICE OF THE
VICE PRESIDENT FOR
RESEARCH

Topaz Electronic Protocol Reviews & Electronic Meetings

Instructions

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Login to TOPAZ Elements

1. In your favorite up-to-date, web-browser (except Google Chrome), enter this address in the address bar type <https://uconnprod.topazti.net/UCElements/>, being mindful to include “https://”.

Note: Google Chrome is not compatible with Topaz Elements and should not be used. You may use Microsoft IE 10 or higher, Firefox, or Safari.

2. Enter your UConn Health domain account username and password and click Login.



UConn HEALTH

Please login with your UConn Health network
username password.

Log in to Unspecified Service Provider

Username

Password

Login

3. On the Elements page, click Login.

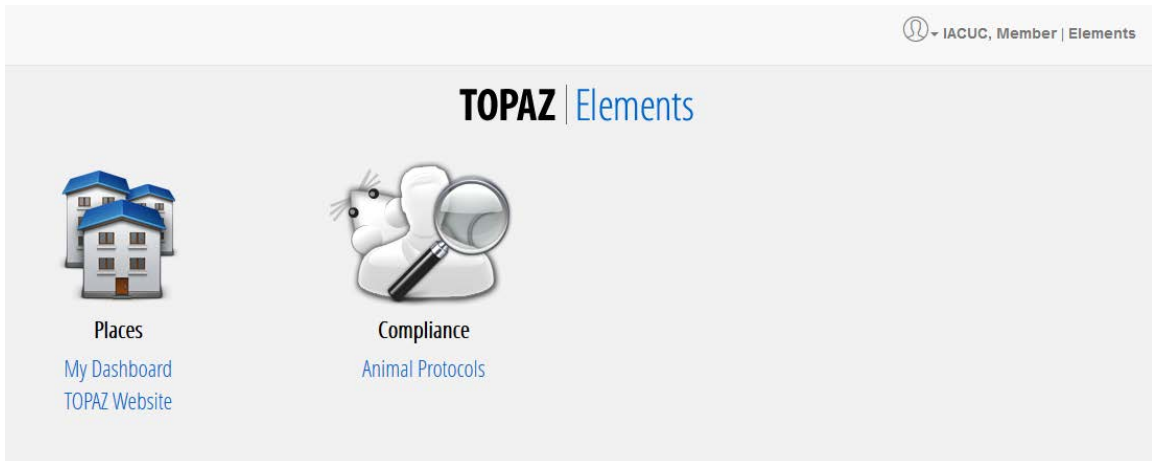


Elements

LOGIN

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Version: 3.0.0

4. The Topaz | Elements home screen appears.



What you see on the screen may vary by your credentials. Key elements for IACUC members are My Dashboard under Places and Animal Protocols under Compliance.

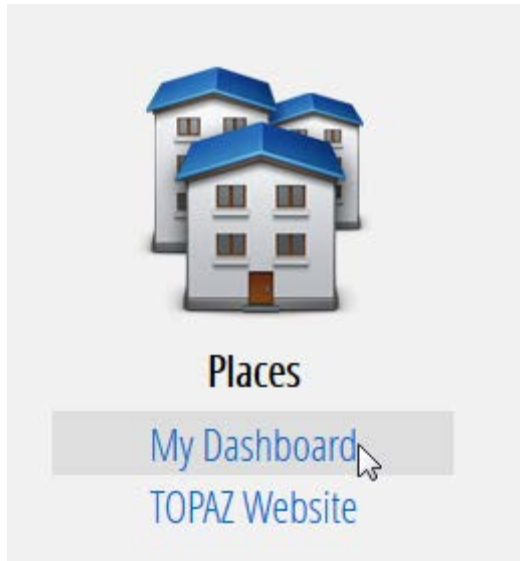
Abbreviated Instructions- Reviewing Initial Animal Protocols

- Login to Topaz (see pp 3-4) and go to your dashboard (step 1)
- Go to “My reviews” (step 2)
- Click on the document you want to review (step 3)
- Set up your protocol view (steps 4 and 5)
- Start reviewing the document (steps 6 to 11)
- Summarize (step 12 and 13)
- E-signature (step 14)

Reviewing Initial Animal Protocols

1. Click on My Dashboard on the home page or the product selector on the top left side of the screen.

Home



Product Selector



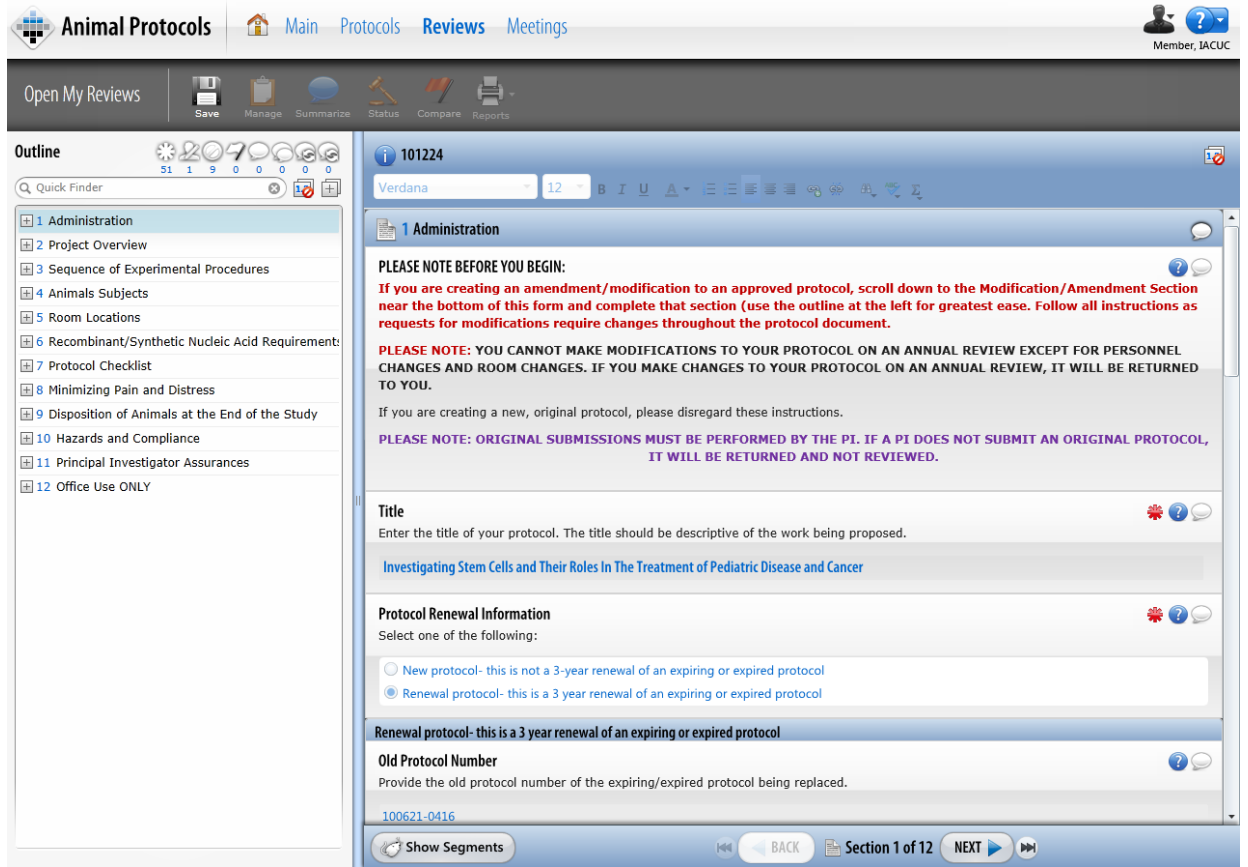
2. Click on My Reviews on the left hand side of My Dashboard. A list of protocols assigned to you will appear.



The screenshot shows the 'My Dashboard' interface. The 'My Reviews' section is active, displaying a table of protocols. The table has columns for Protocol #, Reference #, Title, Due Date, Principal Inve, Protocol Type, Submission D, Assignment N, and Assigned Rev. The first three rows are visible, with the second row highlighted.

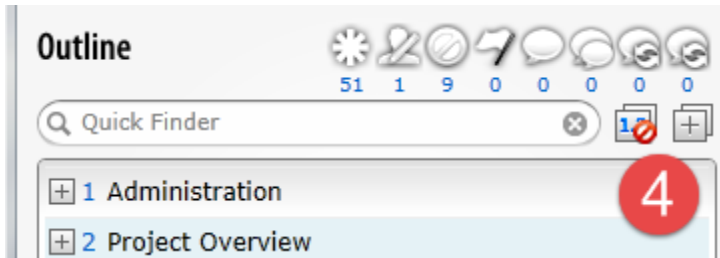
Protocol #	Reference #	Title	Due Date	Principal Inve	Protocol Type	Submission D	Assignment N	Assigned Rev
100763-0816	100763	Receptor for gp96 on Macrophages	4/15/2016	Srivastava, Prai	Amendment	12/30/2015	Primary Review	
101019-0318	101019	Stroke: Age, Sex and Immune Resj	4/1/2016	McCullough, Loi	Amendment	12/24/2015	Primary Review	Designated m
	101141	Stem Cells for Limb and Cartilage R	4/8/2016	Dealy, Caroline	Original	12/31/2015	Review Group 2	Designated m
	101224	Investigating Stem Cells and Their	4/8/2016	Finck, Christine	Original	12/23/2015	Primary Review	Full committe
	101251	Modeling the Human Cortico-Straitz	4/22/2016	Ma, Xin-ming	Original	1/4/2016	Review Group 2	Designated m


Page 1 of 1.
5 total record(s) found.

- Click on the protocol you wish to review. The protocol will open and look like the image below.








- In the Outline panel, click the  to expand all of the outline and the  to show the outline numbers.

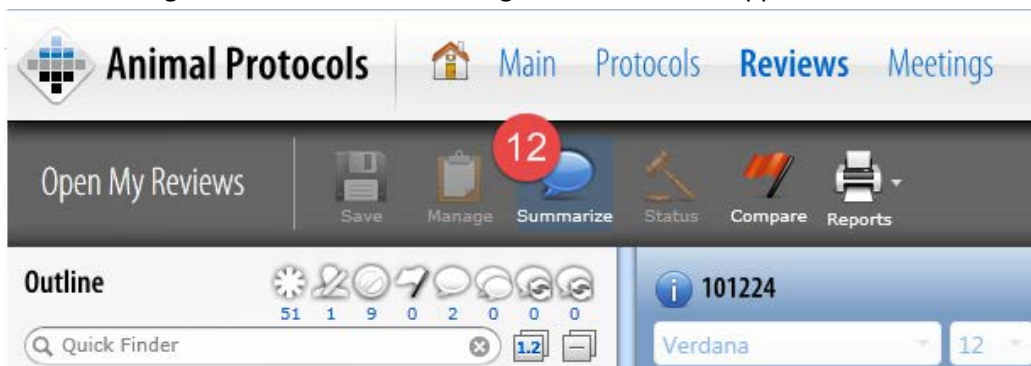


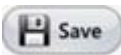
- In the Protocol panel to the right of the Reference Number, click  to show the outline number on the protocol form.



- Review the document.

7. Click on Question Comments Bubble  or  within a section or question to enter your reviewer comments. If other reviewers have made comments on the same question, they appear below your comment and include the Reviewer's Names, Dates/Times entered, and the Reviewer Assignment(s).
8. A yellow Question Comments dialogue box will appear. The dialogue box will be labeled with the question or section name. Type your comments in the comments panel comment box. If desired, using the Text Editor Toolbar, you can format your font and text size.
9. Repeat steps 7 and 8 though the entire document, making comments where required.
10. On the Outline panel, Question Comments  indicate the questions or sections with your comments. You can edit, delete, or add new comments to any question or section until the IACUC Administrator completes the review assignment, or sets the status of the protocol request.
11. Click Save . Make sure to save often.
12. Once you are finished with your review, click on Summarize  in the toolbar. Note: You must Save before clicking Summarize. The Set Closing Remarks window appears.



13. Enter your closing remarks on the "Enter Remarks" dialogue box. You must:
 - a. Select an opinion from the opinion drop down menu;
 - b. For DMR reviews, under Full Committee Review? choose the radio button indicating whether or not you want a full committee review;
 - c. Enter any closing remarks you have for the submission; and
 - d. Click Save  button.

14. An e-signature box will appear. Put in your username and password and then hit the save button.

- a. Click Sign Via Shibboleth button.
- b. Enter your UConn Health domain name **username**.
- c. Enter your UConn Health domain name **password**.
- d. Click Login button
- e. After successful login, you will be returned to the protocol.

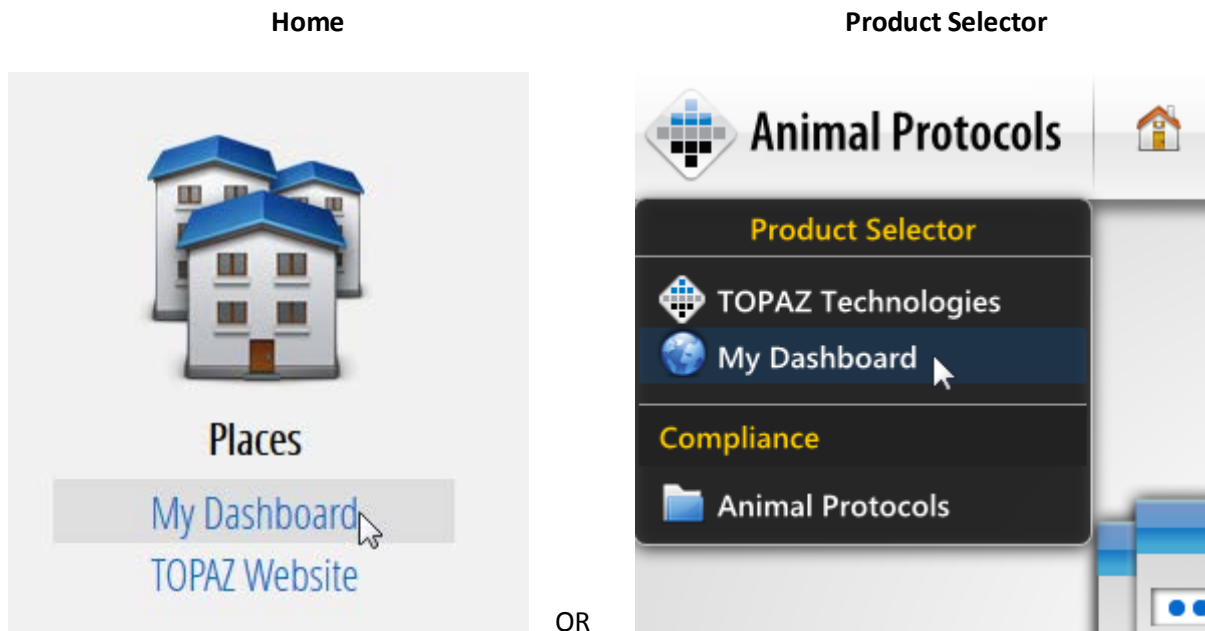
15. Your review of the protocol is now complete. Once all reviewers have completed their review or the deadline passes, the IACUC Administrator will complete the review assignment or set the status of the protocol request.

Abbreviated Instructions- Re-Review of Previously Submitted Protocols

- Login to Topaz Elements (see pp 3-4)
- Go to your dashboard (step 1)
- Go to “my reviews” (step 2)
- Click on the document you want to review (step 3)
- In the OUTLINE section, click on the last icon on the right to see which sections have been changed since the last submission (step 6)
- Expand the outline (click the + button)- the lowest entry in the section will be the question that is associated with a change (step 6)
- To compare current submission with a previous submission, open the compare feature (steps 6-11)
- Review the protocol and make comments where required (steps 12-18)
- Summarize (steps 19 and 20)
- E-signature (step 21)

Re-Review of Previously Submitted Protocols

1. Click on My Dashboard on the home page or the product selector on the top left side of the screen.



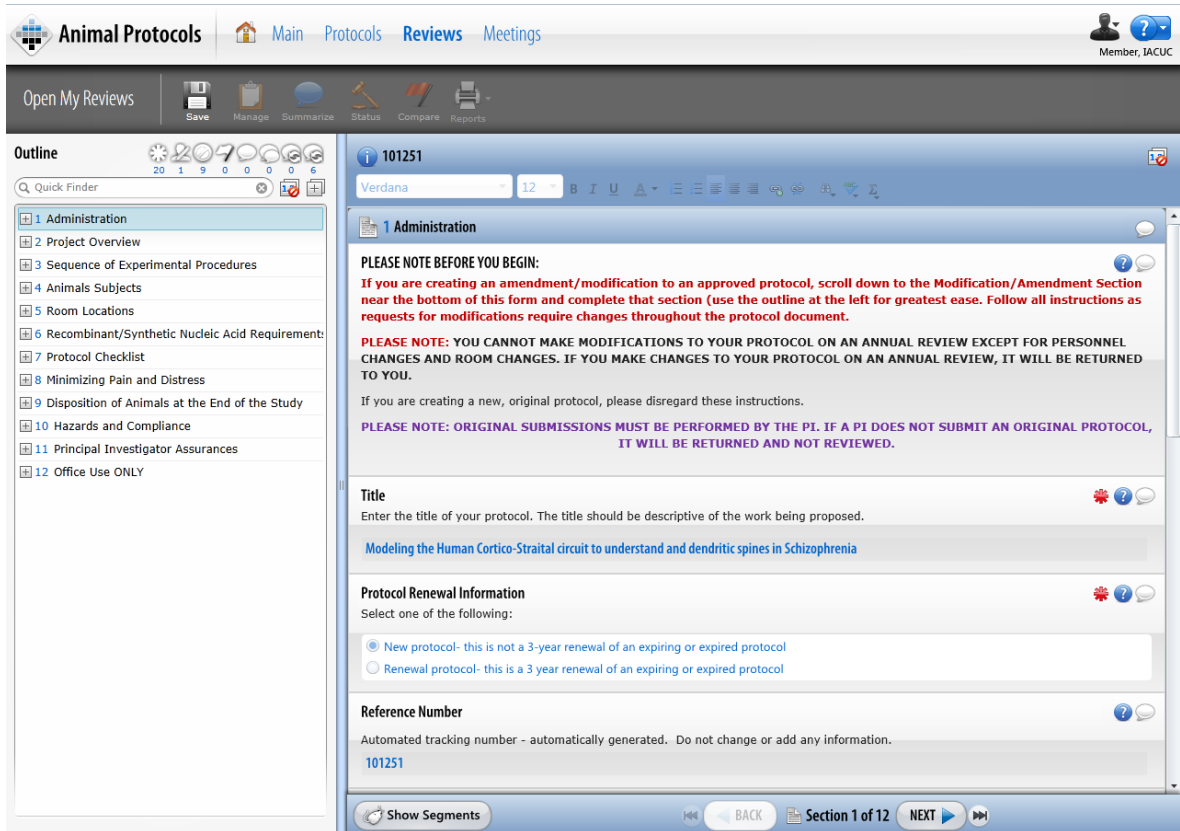
2. Click on My Reviews on the left hand side of My Dashboard. A list of protocols assigned to you will appear.



The screenshot shows the 'My Dashboard' interface. On the left sidebar, 'My Reviews' is selected. The main content area displays a table of protocols assigned for review.

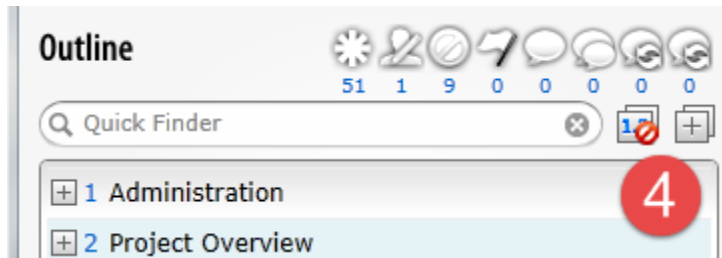
	<input type="checkbox"/>	Protocol #	Reference #	Title	Due Date	Principal Inve	Protocol Type	Submission D	Assignment N	Assigned Rev
My Protocols	<input type="checkbox"/>	100763-0816	100763	Receptor for gp96 on Macrophages	4/15/2016	Srivastava, Prai	Amendment	12/30/2015	Primary Review	
My Reviews	<input type="checkbox"/>	101019-0318	101019	Stroke: Age, Sex and Immune Resj	4/1/2016	McCullough, Loi	Amendment	12/24/2015	Primary Review	Designated m
My Meetings	<input type="checkbox"/>		101141	Stem Cells for Limb and Cartilage R	4/8/2016	Dealy, Caroline	Original	12/31/2015	Review Group 2	Designated m
	<input type="checkbox"/>		101224	Investigating Stem Cells and Their	4/8/2016	Finck, Christine	Original	12/23/2015	Primary Review	Full committe
My Protocols (GLOBAL)	<input type="checkbox"/>		101251	Modeling the Human Cortico-Straitz	4/22/2016	Ma, Xin-ming .	Original	1/4/2016	Review Group 2	Designated m


Page 1 of 1.
5 total record(s) found.

3. Click on the protocol you wish to review which was Re-submitted. The protocol will open and look like the image below.




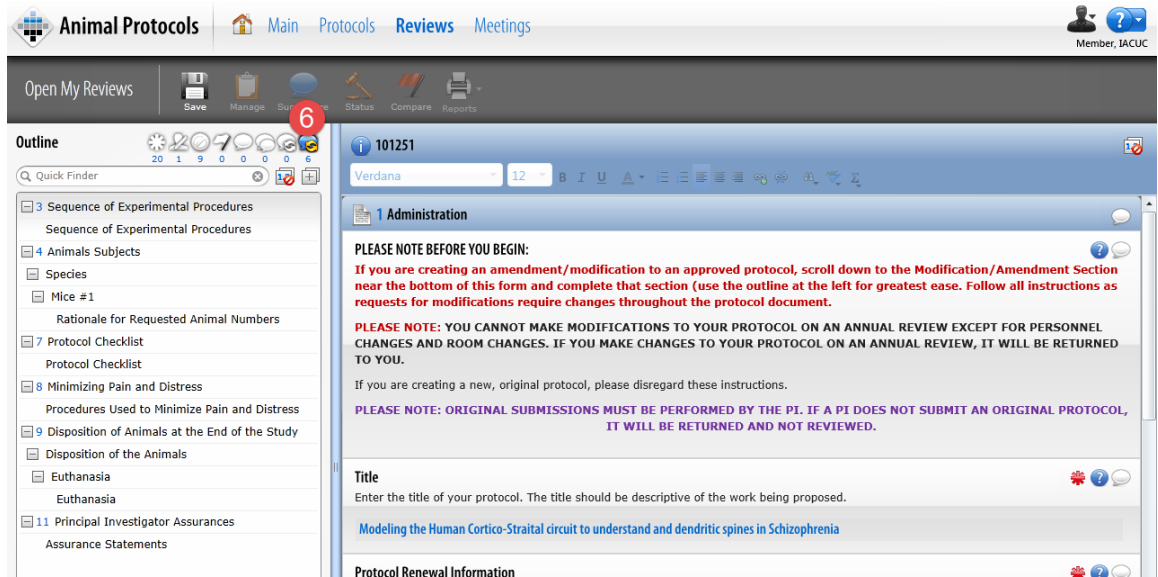
- In the Outline panel, click the  to expand all of the outline and the  to show the outline numbers.




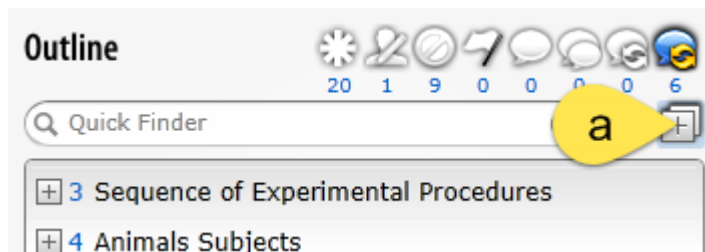
- In the Protocol Panel to the right of the Reference Number, click  to show the outline number on the protocol form.



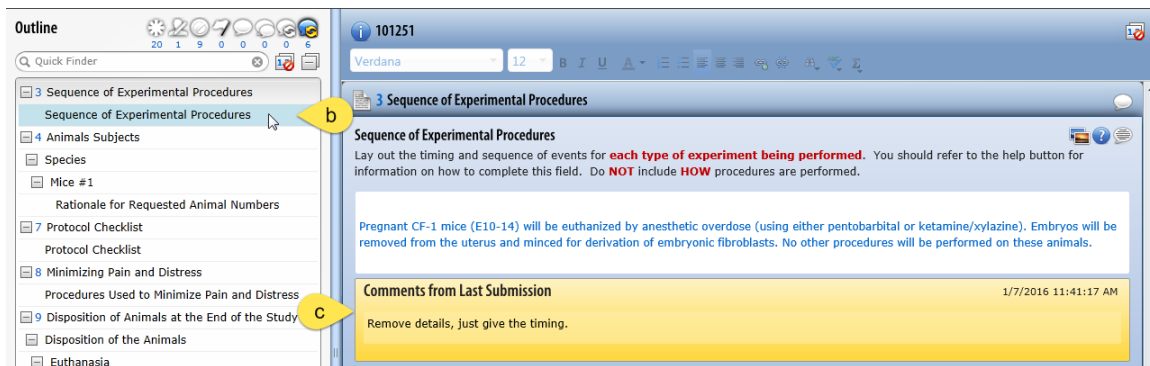
6. In the Outline panel, click the last icon, Questions with Previous Submission Summary Comments , to view those questions associated with previous review comments. The outline will filter to display which questions the researcher was supposed to change based on previous reviewer feedback.




- a. In the outline, if the outline is collapsed, only the sections which contain the change will be shown. To see the actual question, click on the  icon to the right of the Quick Finder and the outline will expand the sections and show you each question that is associated with a previous comment.

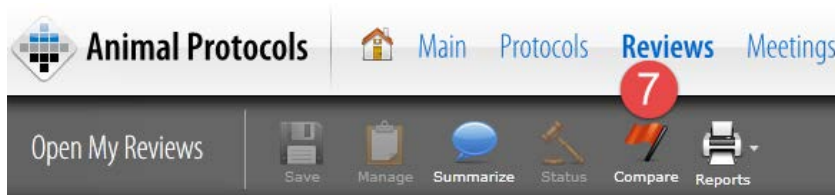


b. Click on the question in the Outline panel.

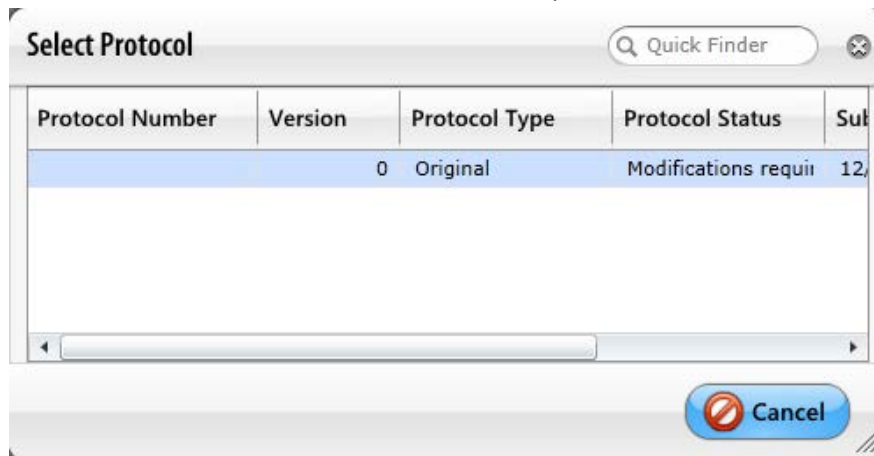


c. The comments from last Submission will appear below the section or question in the Proposal panel in yellow.

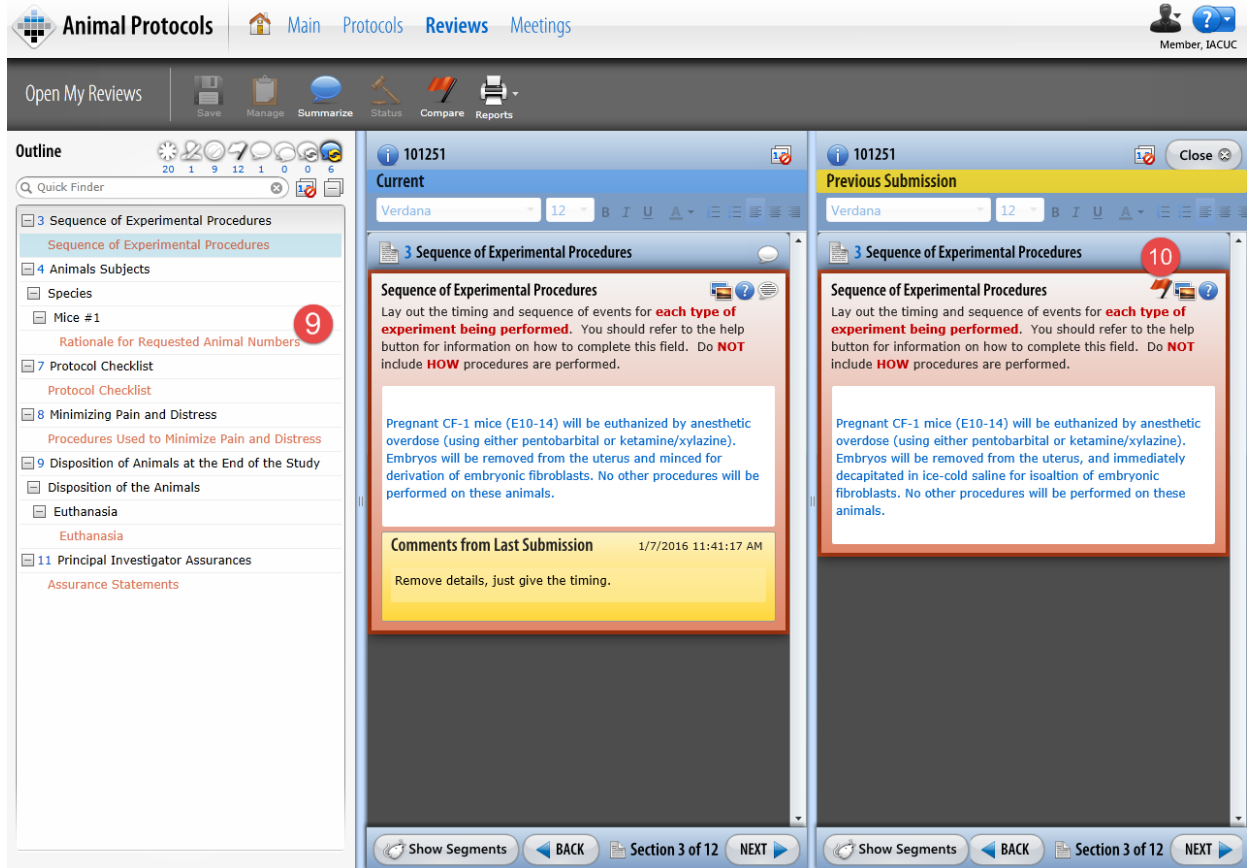
7. If you want to compare the changes with a previous version of the protocol, click the  Compare flag icon in the toolbar.



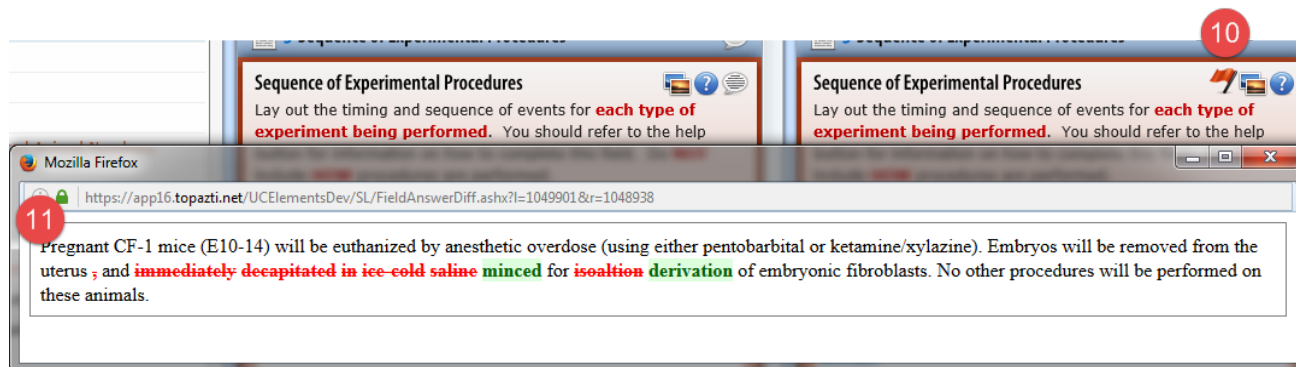
8. Once you select that flag, a dialogue box will come up which will contain all previous versions of the protocol. If you want to compare the version currently being reviewed with the most recent version, select the last choice in the Select Protocol grid. If it was an Amendment, you may wish to sort by Submission date or version Number to locate the previous version that was approved.






- The previous version chosen will pop up to the right of the current protocol version you are reviewing. Once this happens, the changed questions will be in red in the outline located on the left side of the screen. To match the current and previous versions, double click on a question in the outline.



- In a rich text or a plain text field, if a change has been made, there will be a red Compare Flag icon in the previous submission box.
- If you click on this flag, a box will come up which will show the changes made. Deleted text will be shown in red with a strike-through, unchanged text will remain black, and additional text will be green. This is **ONLY APPLICABLE** in rich text or plain text fields.




12. Review the document for changes.


13. If you wish to comment, Click on Question Comments Bubble  or  or  within a section or question to enter your reviewer comments. If other reviewers have made comments on the same question, they appear below your comment and include the Dates/Times entered.


14. A yellow Question Comments dialogue box will appear. The dialogue box will be labeled with the question or section name. Type your comments in the comments panel comment box. If desired, using the Text Editor Toolbar, you can format your font and text size.

15. Repeat steps 13 and 14 though the entire document, making comments where required.

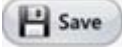
16. On the Outline panel, Question Comments  indicate the questions or sections with your comments. You can edit, delete, or add new comments to any question or section until the IACUC Administrator completes the review assignment, or sets the status of the protocol request.

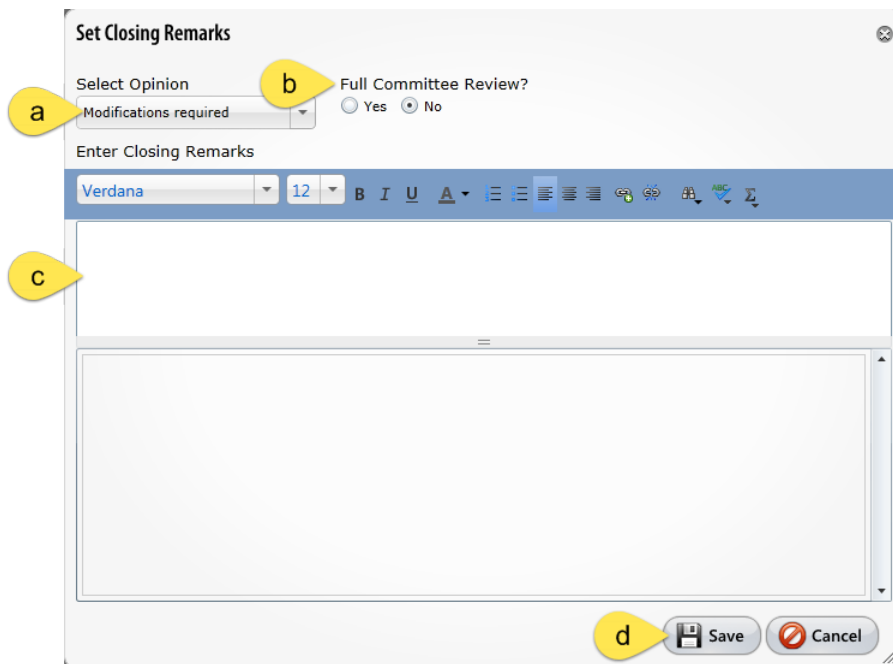
17. Click Save . Make sure to save often.

18. When through comparing the changes to the previous submission, click the Close  button. The previous submission column goes away. If you go to another question and want to compare it again, you have to repeat steps 7-17.

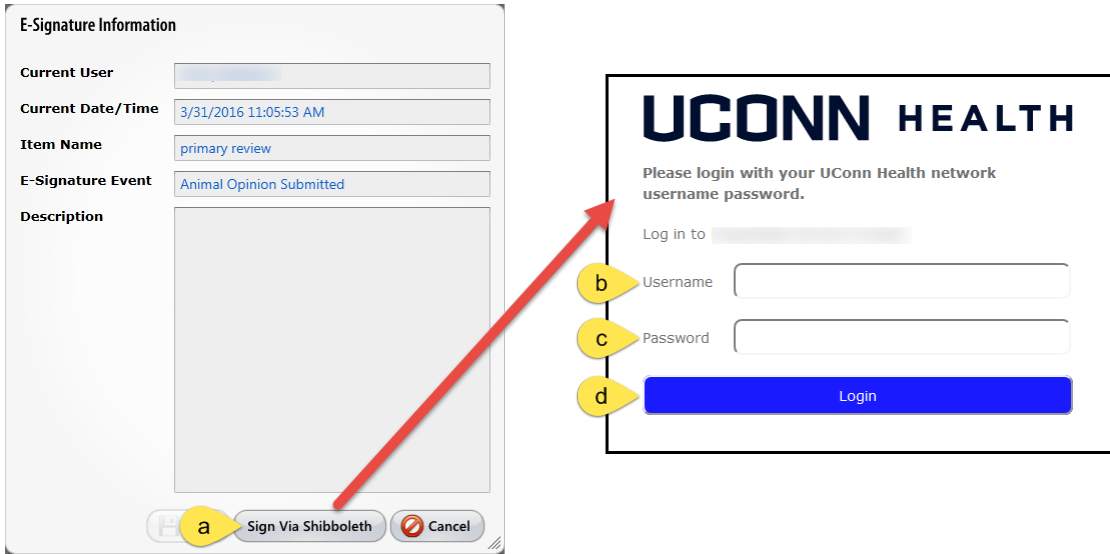
19. Once you are finished with your review, click on Summarize  in the toolbar. Note: You must Save before clicking Summarize if the Summarize icon is grayed out. The Set Closing Remarks window appears.



20. Enter your closing remarks on the “Enter Remarks” dialogue box. You must:
- Select an opinion from the opinion drop down menu;
 - For DMR reviews, under Full Committee Review? choose the radio button indicating whether or not you want a full committee review;
 - Enter any closing remarks you have for the submission; and
 - Click Save  button.



21. An e-signature box will appear. Put in your username and password and then hit the save button.
- Click Sign Via Shibboleth button.
 - Enter your UConn Health domain name **username**.
 - Enter your UConn Health domain name **password**.
 - Click Login button
 - After successful login, you will be returned to the protocol.



22. Your re-review of the protocol is now complete. Once all reviewers have completed their review or the deadline passes, the IACUC Administrator will complete the review assignment or set the status of the protocol request.

Abbreviated Instructions- DMR Call for Full Committee Review

NOTE: When a submission is processed for a DMR, [unless you are a primary reviewer](#), you will get an email stating that you have been assigned the protocol to review in order to decide if you want to call for a full committee review. This email will also contain a due date. If you do nothing by that due date, your ability to review the protocol will be removed at that point- the implication being that you do not wish to call for a full committee review. However, for committee documentation, it is better to actually register that you do not wish to call for a full committee review by performing the review procedure described below.

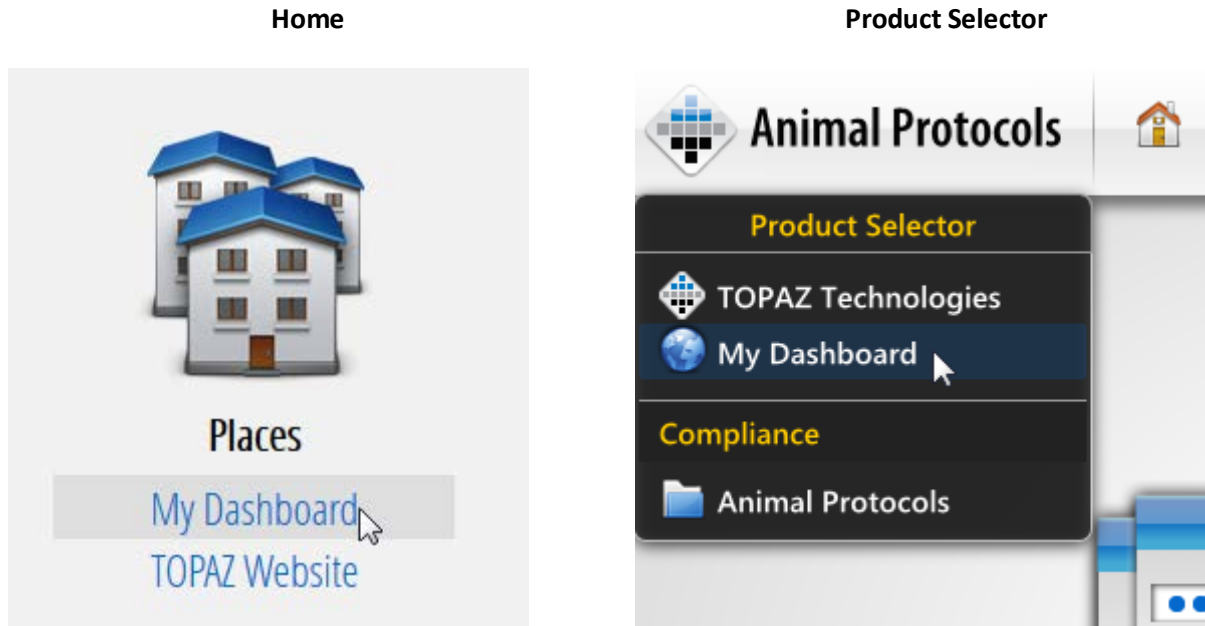
[This does not apply if you are assigned as a primary reviewer.](#) As a primary reviewer, you will get an email stating that you are assigned as a reviewer of the protocol and a due date to complete your review. You will need to follow the instructions already detailed in “Initial Reviews of Animal Protocols.”

For reviewing a protocol to determine if you wish to call for a full committee review:

- Open up Topaz (pp 3-4) and go to your dashboard (step 1)
- Select the submission that has been assigned a DMR review (step 2-3)
- Review the document. (step 4)
- Summarize (steps 5 and 6)
- E-signature (step 7)

DMR Call for Full Committee Review

1. Click on My Dashboard on the home page or the product selector on the top left side of the screen.


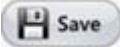


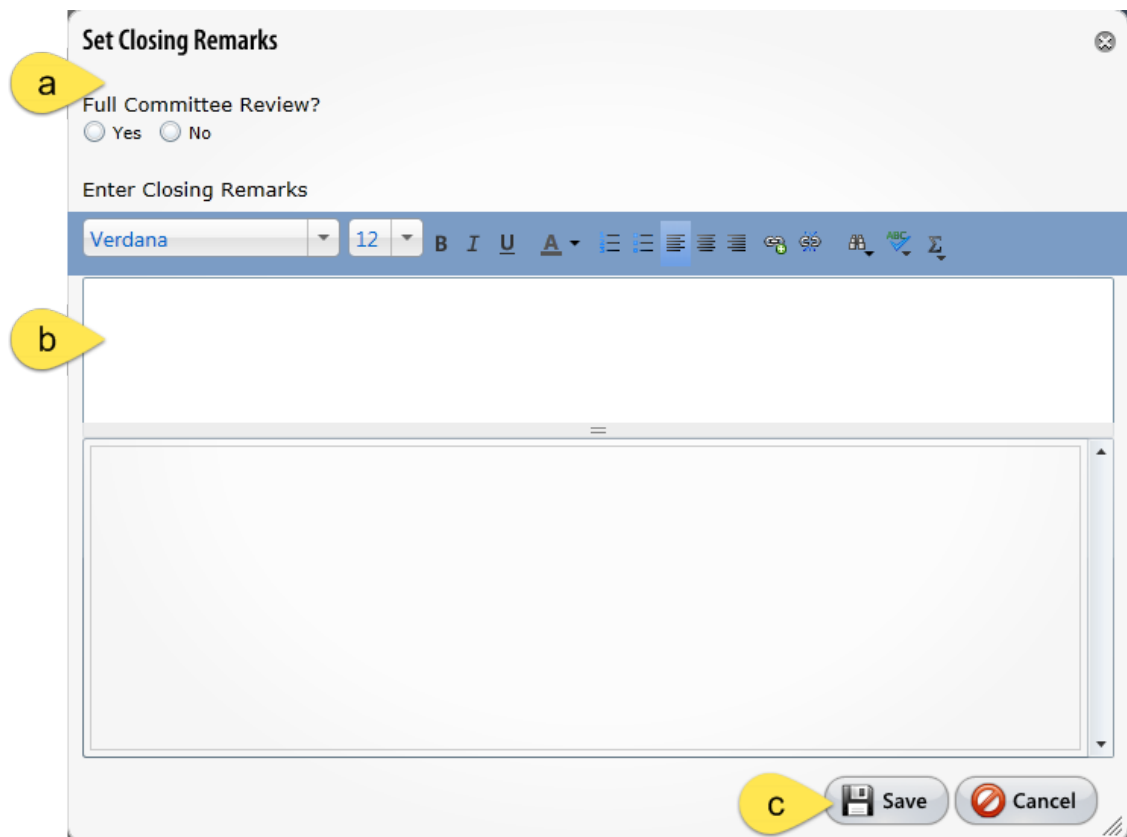
2. Click on My Reviews on the left hand side of My Dashboard. A list of protocols assigned to you will appear. Select the protocol which requires a DMR review. The reference number of the protocol which requires a DMR review will be in the email you receive through Topaz. Also the Assignment Name for DMR Reviews is Review Group 2.

The screenshot shows the "My Reviews" dashboard. On the left is a sidebar with "My Reviews" selected. The main area contains a table with the following data:

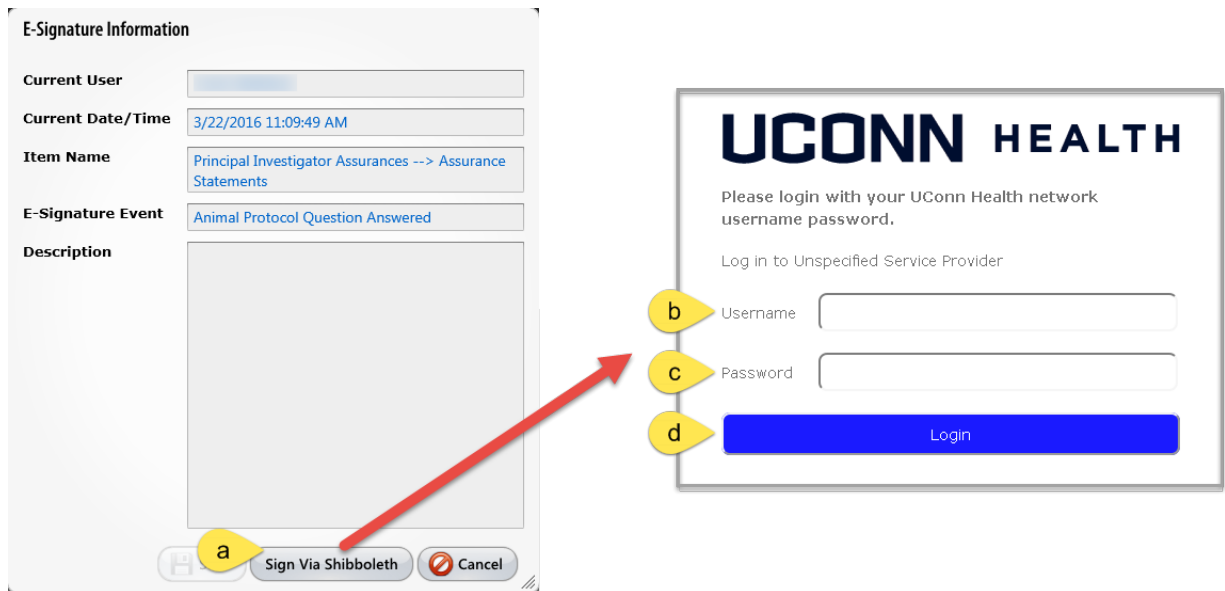
Protocol #	Reference #	Title	Due Date	Principal Inve	Protocol Type	Submission D	Assignment N	Assigned Rev
100763-0816	100763	Receptor for gp96 on Macrophages	4/15/2016	Srivastava, Pra	Amendment	12/30/2015	Primary Review	
101019-0318	101019	Stroke: Age, Sex and Immune Res	4/1/2016	McCullough, Loi	Amendment	12/24/2015	Primary Review	Designated m
	101141	Stem Cells for Limb and Cartilage R	4/8/2016	Dealy, Caroline	Original	12/31/2015	Review Group 2	Designated m
	101224	Investigating Stem Cells and Their	4/8/2016	Finck, Christine	Original	12/23/2015	Primary Review	Full committe
	101251	Modeling the Human Cortico-Strait	4/22/2016	Ma, Xin-ming	Original	1/4/2016	Review Group 2	Designated m

At the bottom of the table, it says "Page 1 of 1. 5 total record(s) found."

3. Click on the Protocol which requires a DMR Review.
4. Review the animal protocol. **Do not** make any comments in the document itself; determine whether or not you believe the submission requires a full committee review. If you make comments, they will **NOT** be incorporated into the review of the submission that gets sent to the PI. Not calling for a full committee review indicates that you believe the primary reviewers are capable of reviewing the submission. If you feel strongly that you must comment on an issue in the submission, you must call for a full committee review of the submission.
5. Once you have made the decision of whether or not to call for a full committee review, click on Summarize  in the toolbar. The Set Closing Remarks window appears.
6. Enter your closing remarks on the Set Closing Remarks dialogue box. You must:
 - a. Under Full Committee Review?, choose the radio button indicating whether or not you want a full committee review to occur for this protocol;
 - b. Enter any closing remarks you have for the protocol (e.g. reasons why it should be a full committee review); and
 - c. Click Save  button to record your opinion.



7. An e-signature box will appear. Put in your username and password and then hit the save button.
 - f. Click Sign Via Shibboleth button.
 - g. Enter your UConn Health domain account **username**.
 - h. Enter your UConn Health domain account **password**.
 - i. Click Login button
 - j. After successful login, you will be returned to the protocol.



8. Your responsibility to call for a full committee review or not is now fulfilled.

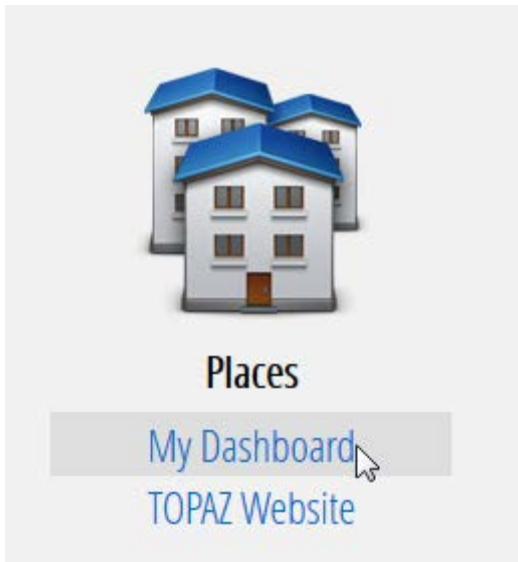
Abbreviated Instructions- Reviewing Amendments/Modifications to Animal Protocols

- Login to Topaz (pp 3-4) and go to your “My Reviews” dashboard (step1)
- Open the protocol (step 2)
- Check to see what type of modification/amendment the submission is (step 3)
- Find the changes (steps 4-12)
- Start reviewing the changes(step 13)
- Make comments (steps 14-19)
- Summarize (step 20 and 21)
- E-signature (step 22)

Reviewing Amendments/Modifications to Animal Protocols

1. You will receive an email message from the IACUC notifying you that a modification to a protocol has been submitted. Login to Topaz Elements, if you haven't ready done so.
2. Click on My Dashboard on the home page or the product selector on the top left side of the screen.

Home




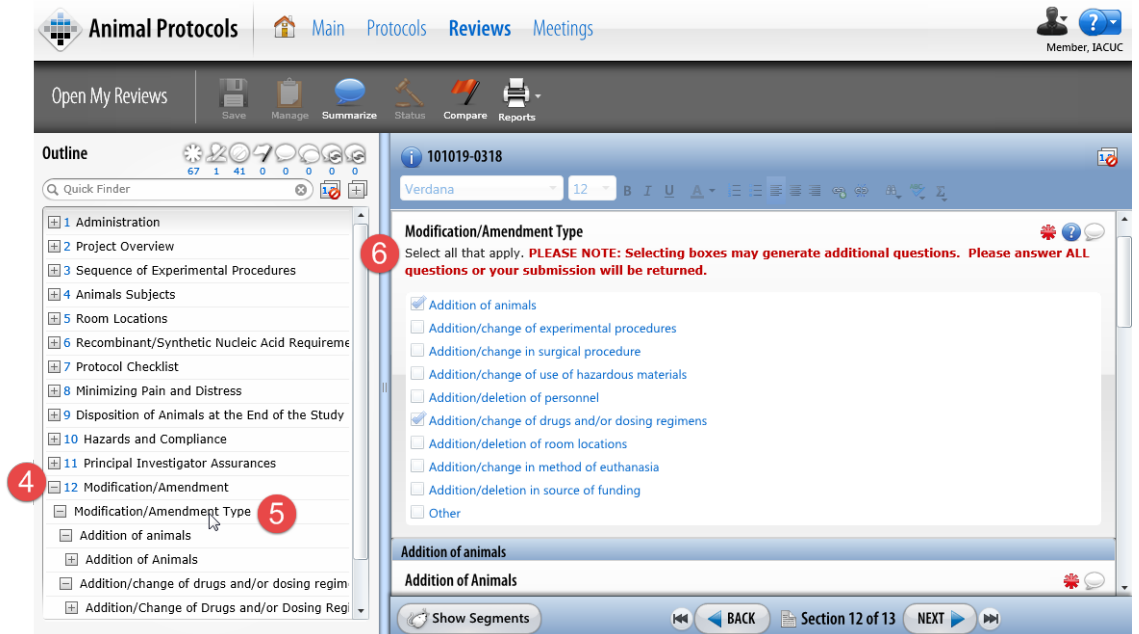
Product Selector




3. Click on My Reviews on the left hand side of My Dashboard. A list of protocols assigned to you will appear. Using the protocol number in the email you received from IACUC and/or by looking for Amendment Protocol Type column, click on the protocol you were assigned for review.

My Protocols	Protocol #	Reference #	Title	Due Date	Completo	Principal Inve	Protocol Type	Submi
<input type="checkbox"/>	100763-0816	100763	Receptor for gp96 on Macrophages and C	4/15/2016		Srivastava, Prai	Amendment	12/30/
<input type="checkbox"/>	101019-0318	101019	Stroke: Age, Sex and Immune Responser	4/1/2016		McCullough, Loi	Amendment	12/24/
<input type="checkbox"/>		101141	Stem Cells for Limb and Cartilage Regen	4/8/2016	3/31/2016	Dealy, Caroline	Original	12/31/
<input type="checkbox"/>		101224	Investigating Stem Cells and Their Roles	4/8/2016		Finck, Christine	Original	12/23/
<input type="checkbox"/>		101251	Modeling the Human Cortico-Straital circi	4/22/2016		Ma, Xin-ming	Original	1/4/20

- In the outline, browse to Section 12 Modification/Amendment. Expand all sections of section 12 by clicking on the  within the outline tree under section 12 to reveal what the investigator is modifying/amending.
- Click on Modification/Amendment type in the Outline panel.
- Review Section 12 Modification/Amendment in the Protocol panel to note which sections of the protocol this modification is addressing. You'll have to check the sections that deal with what the modification is regarding. In this example, the PI is adding animals so you will need to check section 4- animal subjects) and is changes to drugs and/or dosing regimens also in section 4).





The screenshot shows the 'Animal Protocols' software interface. The 'Outline' panel on the left lists sections 1 through 12. Section 12, 'Modification/Amendment', is expanded, and its sub-sections are also expanded. A red circle with the number '4' is placed over the '12 Modification/Amendment' section in the outline. A red circle with the number '5' is placed over the 'Modification/Amendment Type' sub-section. The main panel displays the 'Modification/Amendment Type' selection screen for protocol 101019-0318. A red circle with the number '6' is placed over the 'Modification/Amendment Type' header. The selection screen includes a warning: 'Select all that apply. PLEASE NOTE: Selecting boxes may generate additional questions. Please answer ALL questions or your submission will be returned.' The list of options includes 'Addition of animals' (checked), 'Addition/change of experimental procedures', 'Addition/change in surgical procedure', 'Addition/change of use of hazardous materials', 'Addition/deletion of personnel', 'Addition/change of drugs and/or dosing regimens' (checked), 'Addition/deletion of room locations', 'Addition/change in method of euthanasia', 'Addition/deletion in source of funding', and 'Other'. Below the list, the 'Addition of animals' section is expanded, showing 'Addition of Animals'.

7. Click the red Compare flag  icon in the toolbar to see what the investigator changed from the previous approved protocol.
8. Protocols to choose from will be generated in a dialogue box. Since this is an amendment, sort them by submission or approval date by clicking on the heading of either column to sort them and scroll to the bottom to find the last approved protocol submission. In this example it was a prior approved amendment.


Select Protocol Quick Finder

Protocol Num	Version	Protocol Type	Protocol Status	Submission Date	Approval Date
	0	Original	Modifications requi	5/6/2015	
	0	Original	Modifications requi	6/5/2015	
101019-0318	1	Original	Approved	6/12/2015	6/12/2015
101019-0318	2	Amendment	Approved	6/15/2015	6/16/2015
101019-0318	3	Amendment	Approved	6/16/2015	6/16/2015
101019-0318	4	Amendment	Approved	7/7/2015	7/7/2015
101019-0318	0	Amendment	Modifications requi	7/23/2015	
101019-0318	5	Amendment	Approved	8/14/2015	8/14/2015
101019-0318	0	Amendment	Modifications requi	11/10/2015	
101019-0318	0	Amendment	Modifications requi	11/16/2015	
101019-0318	6	Amendment	Approved	12/1/2015	12/8/2015



9. Then the two protocols will be compared side-by-side. Click on the compare flag  icon in the Outline panel with highlight in red text in the outline where the changes have been made.

The screenshot shows the 'Animal Protocols' software interface. On the left is the 'Outline' pane with a 'Quick Finder' search bar. The 'Current' view (101019-0318) displays the 'Modification/Amendment Type' section with a list of checkboxes: 'Addition of animals' (checked), 'Addition/change of experimental procedures', 'Addition/change in surgical procedure', 'Addition/change of use of hazardous materials', 'Addition/deletion of personnel', 'Addition/change of drugs and/or dosing regimens' (checked), 'Addition/deletion of room locations', 'Addition/change in method of euthanasia', 'Addition/deletion in source of funding', and 'Other'. A red box highlights this section. The 'Previous Submission' view shows a 'PLEASE NOTE BEFORE YOU BEGIN' section with instructions for creating amendments and a 'PLEASE NOTE' section stating that modifications require changes throughout the protocol document. A red compare flag icon is visible in the top toolbar.

10. If you double click on the red lines (changed/added elements) on the outline view, that section will come up in the protocol and you can review the changes. If it is a rich text field, you can click on the red compare flag  icon in the previous submission pane.




The screenshot shows the 'Animal Protocols' software interface. The 'Outline' pane on the left has 'Lay Summary' selected under 'Project Overview'. The 'Current' view (101019-0318) displays the 'Lay Summary' section with a red box highlighting the text: 'Include how your experimental design(s) will meet the goal(s) of the study.' The 'Previous Submission' view shows the same 'Lay Summary' section with a red box highlighting the same text. A red compare flag icon is visible in the top toolbar.

- Then a dialogue box will come up which shows the changes. Deleted text will be shown in red with a strike-through, unchanged text will remain black, and additional text will be green.

Poor growth of blood vessels often hinders the repair of damaged tissues. This is more so in diabetic patients because the capacity of blood vessel growth is often impaired in diabetic wounds. The main goal of this project is to understand mechanisms that affect blood vessel growth in diabetic mice, so that the principles learned from these studies can be applied to designing novel therapeutic methods for humans. Blood vessel growth is largely an adaptive response to the lack of oxygen in tissues (hypoxia). In normal tissues, hypoxia triggers molecular changes that stimulate blood vessel growth, so that oxygen supply to affected tissues can be improved. This adaptive response is impaired in certain diabetic tissues such as diabetic wounds and cardiac tissues. We are interested in understanding how such a deficiency can be repaired. Protein molecules encoded by several genes are involved in regulating blood vessel growth in response to tissue hypoxia, including prolyl hydroxylase domain proteins (PHDs), Hypoxia Inducible Factors (HIF), vascular endothelial growth factor (VEGF)-A and its receptors (VEGF receptor-1, VEGF receptor-2). Thus, our specific objectives in this project is to use genetically manipulated mice with altered expression of these molecules to understand how these molecules may affect blood vessel growth in diabetic mice. Different methods will be used to create conditions wherein tissue oxygen supply is diminished. These methods can be classified into three categories: (1) by **chemically inducing chemical, dietary or genetic induction of diabetes** in mice. Such a manipulation may cause losses of normal microvessels in cardiac tissues in the heart and retinal tissues in the eye (Although diabetic retinopathy is known to involve increased formation of microvessels at later stages it is preceded with loss of retinal microvessels), (2) by surgically cutting off blood supply to hindlimb tissues; (3) by directly creating wounded skin tissues. We will combine each of these procedures with genetic manipulations mentioned above so that the effects of altered gene expression can be assessed in the context of each of these conditions.


- Other changes might simply be additions, so you would need to go to this procedure and review it.

- Review the document for changes.

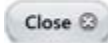
- If you wish to comment, in the Current Protocol panel click on Question Comments Bubble  or  or  within the a section or question to enter your reviewer comments. If other reviewers have made comments on the same question, they appear below your comment and include the Dates/Times entered.


- A yellow Question Comments dialogue box will appear. The dialogue box will be labeled with the question or section name. Type your comments in the comments panel comment box. If desired, using the Text Editor Toolbar, you can format your font and text size.

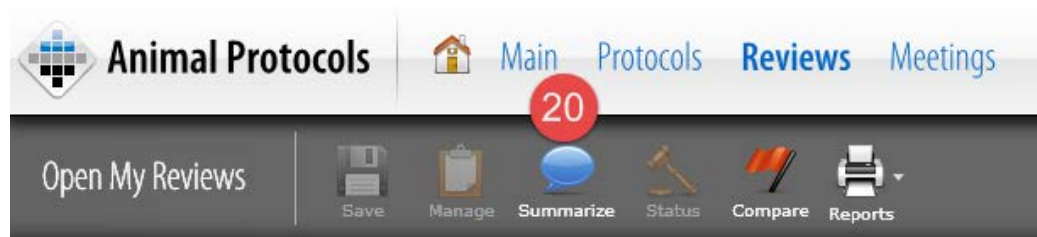
- Repeat steps 14 and 15 though the entire document, making comments where required.

17. On the Outline panel, Question Comments  indicate the questions or sections with your comments. You can edit, delete, or add new comments to any question or section until the IACUC Administrator completes the review assignment, or sets the status of the protocol request.

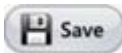
18. Click Save . Make sure to save often.

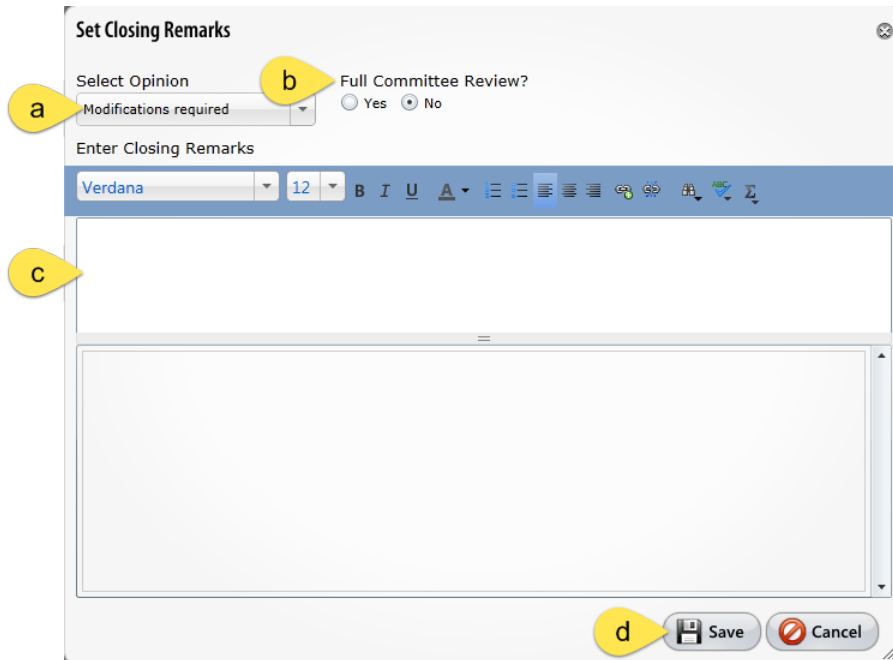
19. When through comparing the changes to the previous submission, click the Close  button. The previous submission column goes away. If you go to another question and want to compare it again, you have to repeat steps 7-17.

20. Once you are finished with your review, click on Summarize  in the toolbar. Note: You must Save before clicking Summarize if the Summarize icon is grayed out. The Set Closing Remarks window appears.

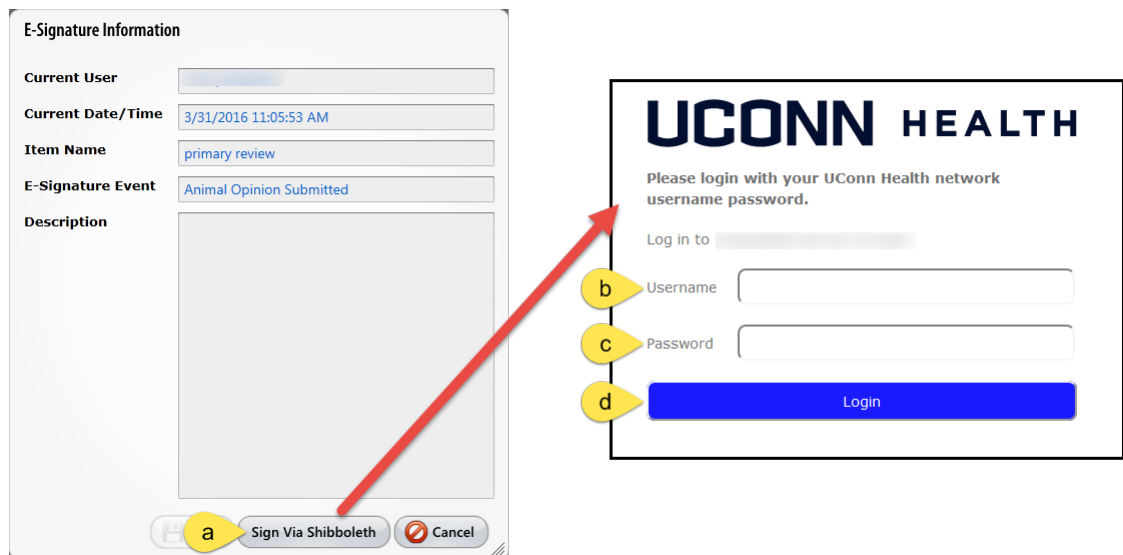


21. Enter your closing remarks on the “Enter Remarks” dialogue box. You must:

- Select an opinion from the opinion drop down menu;
- For DMR reviews, under Full Committee Review? choose the radio button indicating whether or not you want a full committee review;
- Enter any closing remarks you have for the submission; and
- Click Save  button.



22. An e-signature box will appear. Put in your username and password and then hit the save button.
- a. Click Sign Via Shibboleth button.
 - b. Enter your UConn Health domain name **username**.
 - c. Enter your UConn Health domain name **password**.
 - d. Click Login button
 - e. After successful login, you will be returned to the protocol.



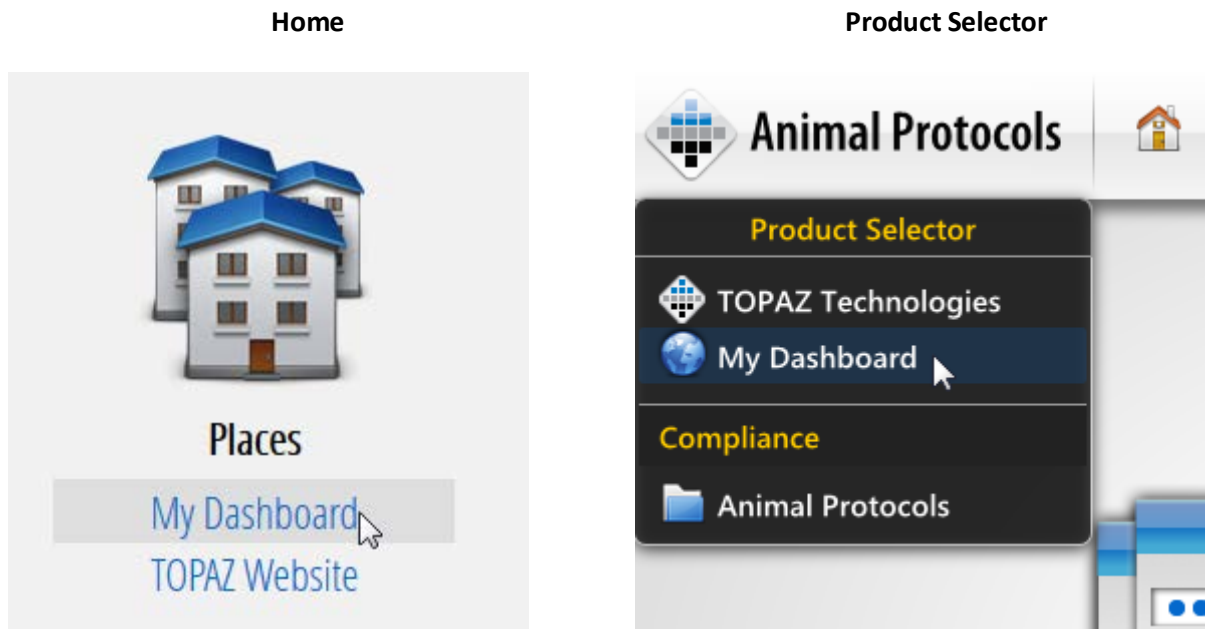
23. Your review of the protocol modification/amendment is now complete.


Abbreviated Instructions- Preparing for an IACUC Electronic Meeting

- Open up Topaz and go to your dashboard “My Reviews” and open your protocol that you are responsible for reviewing (step 1-2)
- Run the “Protocol Review Detail Report”. This runs as a PDF which you can save to your desktop or you can print it out if you would rather do that (step 3)
- To see what will be on the meeting agenda, go to your dashboard and open up “My Meetings” (steps 4 to step 8) to open the meeting and review what is scheduled to be discussed.

Topaz Protocol Review- Getting Ready for an IACUC Electronic Meeting

1. Click on My Dashboard on the home page or the product selector on the top left side of the screen.

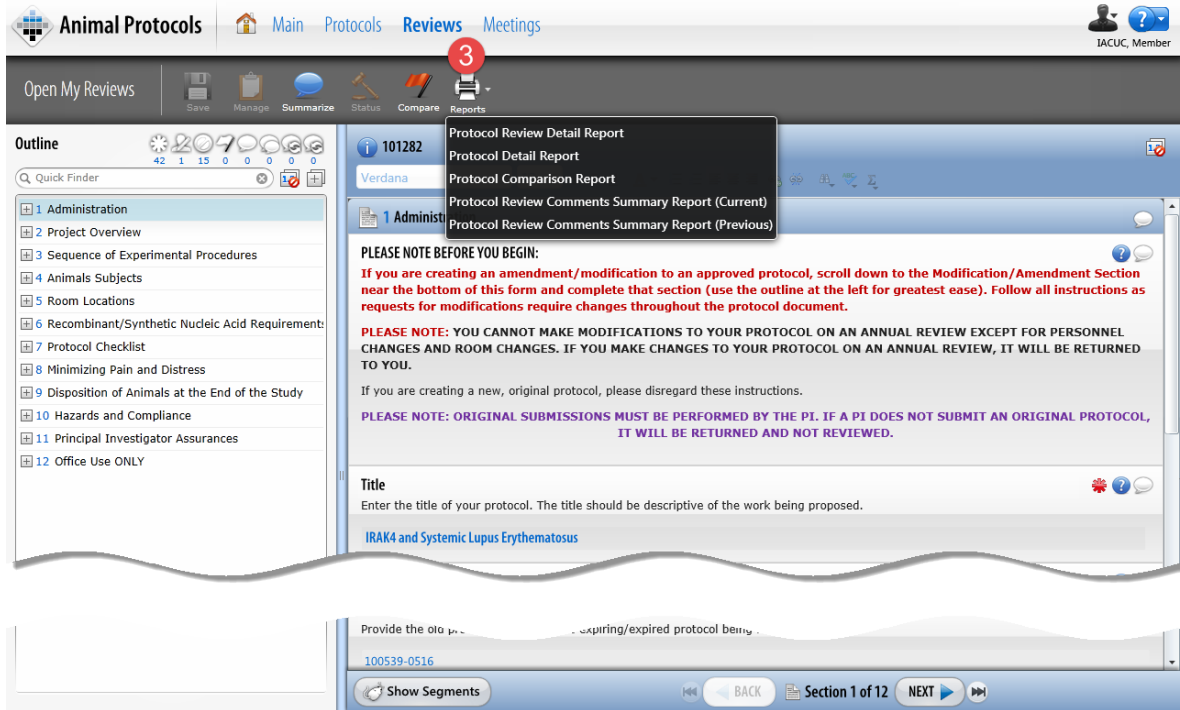


2. Every reviewer should have ready access to his/her comments when the protocol is reviewed. Click on each protocol that you are reviewing/presenting.
3. For the protocol click on the Reports  printer icon. Print the following two reports and bring it to the meeting:

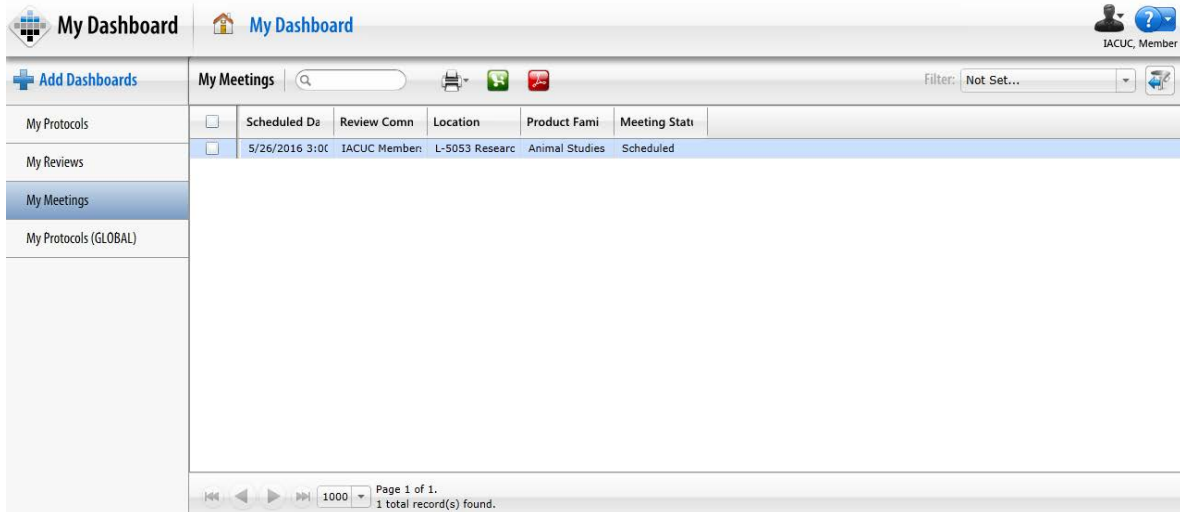
Protocol Review Detail Report- Generally what you want. This gives the details of the protocols and all review comments. Each review comment is labeled with the reviewer's name, so you know "who said what"

Protocol Detail Report- is a copy of the submitted protocol without any review comments.

Other reports which may fit certain situations are the protocol comparison report, for revisions or modifications, and the two Protocol Review Comments Summary report for the current submission and previous submission.



- To see what will be on the meeting, go to My Dashboard and then “My Meetings”.



Any meeting that has been scheduled will show up in your “My Meetings” dashboard. Click on the meeting you want to review. In the above screen shot, only one meeting has been scheduled.

- The meeting agenda will generate in Topaz.

Animal Protocols Main Protocols Reviews Meetings

Open My Meetings Save Status Reports

Outline

Q Quick Finder

1 Meeting Agenda

IACUC Meeting Agenda

Verdana 12 B I U

1 Meeting Agenda

Date/Time

Date/Time

Date Start Time End Time

5/26/2016 3:00 PM 4:30 PM

Location

L-5053 Research Compliances Conf. Room

Staff Attendees

Staff Attendees

IACUC Members

Present	Attendee Name	Role	Email
<input type="checkbox"/>	Bayarsaihan , Dashzeveg .	Scientific Member	DASHZEVEG@UCHC.EDU
<input type="checkbox"/>	Caimano , Melissa J.	Scientific Member	MCAIMA@UP.UCHC.EDU
<input type="checkbox"/>	Chidambaram, Ramaswamy M.	Attending Veterinarian	ramaswamy@uchc.edu
<input type="checkbox"/>	Clark, Steve H.	Scientific Member	SCLARK@NSO2.UCHC.EDU
<input type="checkbox"/>	Crocker, Stephen J.	Scientific Member	crocker@uchc.edu
<input type="checkbox"/>	Evans, Marisa .	IACUC Staff	maevans@uchc.edu
<input type="checkbox"/>	Haynes, Laura .	Scientific Member	lhaynes@uchc.edu
<input type="checkbox"/>	Hoyt, Kelly J.	Non-scientific member	khoyt@uchc.edu
<input type="checkbox"/>	IACUC, Member	Scientific Member	era-help@uconn.edu
<input type="checkbox"/>	Kuwada, Shigeyuki .	Scientific Member	shig@neuron.uchc.edu
<input type="checkbox"/>	Lorenzo, Joseph .	IACUC Chair	JLORENZO@NSO2.UCHC.EDU
<input type="checkbox"/>	Pohl, Alison D.	IACUC Administrator	pohl@uchc.edu

Section 1 of 1

6. The meeting form is comprised of the following items:

- a. The date and time of the meeting
- b. The location of the meeting
- c. Active IACUC members
- d. Guest attendees
- e. Agenda protocols
- f. Agenda items
- g. Meeting minutes

7. Scroll down to the Agenda Protocols Section. All protocols will be in the “agenda protocols” part of the meeting form.

Animal Protocols | Main | Protocols | Reviews | Meetings

Open Scheduled Meetings | Save | Status | Reports

Outline | Quick Finder

1 Meeting Agenda

IACUC Meeting Agenda

Verdana 12

Present	Last Name	First Name	Role	Email
7 Agenda Protocols				
Agenda Protocols				
Reference Number 100539		PI Medvedev, Andrei E.		
Protocol Number 100539-0516		Title IRAK4 and Systemic Lupus Erythematosus		
MOTION <input type="text"/>		Vote View Info View Protocol Set Status Reschedule		
Reference Number 100613		PI Kumbar, Sangamesh G.		
Protocol Number Hz#-MCh0256e-100613		Title		
MOTION <input type="text"/>		Vote View Info View Protocol Set Status Reschedule		
8 Agenda Items				
Agenda Items				
Document.docx				
Modification protocol 2015-612				
MOTION <input type="text"/>		Vote Reschedule		

BACK Section 1 of 1 NEXT

8. Scroll down to the Agenda items follow (which are generally non-Topaz Element protocol items, e.g. a policy to review and approve. Attachments to a particular Agenda Item will be found above that item, e.g. Document.docx).