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.

3. On the Elements page, click Login.
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 and Product Selector](image)

   - **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.

   ![My Dashboard Review](image)
3. Click on the protocol you wish to review. The protocol will open and look like the image below.

4. In the Outline panel, click the + to expand all of the outline and the ☐ to show the outline numbers.

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

6. 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.

3. Click on the protocol you wish to review which was Re-submitted. The protocol will open and look like the image below.
4. In the Outline panel, click the + to expand all of the outline and the − to show the outline numbers.

5. In the Protocol Panel to the right of the Reference Number, click the  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.
9. 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.

10. 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.

11. 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 test 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:
   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.

21. 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.
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.
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 (step 1)
- 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](image1.png) ![Product Selector](image2.png)

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.
4. 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.

5. Click on Modification/Amendment type in the Outline panel.

6. 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).
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.

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.
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 test field, you can click on the red compare flag icon in the previous submission pane.
11. 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.

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

13. Review the document for changes.

14. 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.

15. 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.

16. 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:
   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.
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.
4. 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.

5. The meeting agenda will generate in Topaz.
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.
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.)