How to Create and Submit an Annual (Interim) Review for an Animal Protocol

This guide assumes you have an approved animal protocol within the system and need to submit a first or second annual review at the end of year one or year two in your protocol's life cycle. An annual review cannot be submitted if a modification to the protocol is pending; alternately, a modification to the protocol cannot be submitted if an annual review is pending. It is important to submit your annual review in a timely manner once you have been informed that it is due.

1. Approximately 2 weeks prior to the due date, you will receive an email through Topaz Elements reminding you that you need to complete an annual review. It should look something like this:

   Hi, Dr. [PI]-

   The PHS and USDA require annual reviews of all animal related activities. Your animal protocol [Protocol Number] "[Protocol Title]" requires an annual review form to be submitted to the ACC by [Due Date]. You will need to use the "Create renewal protocol" form to submit this annual review.

   Thank you-

   IACUC Office

2. Login to Topaz Elements at https://uconnprod.topazti.net/UCElements with your UConn Health domain username and password.


5. Click on the appropriate protocol for Interim (annual) review on the Select Protocol grid. This should be the protocol that you need to submit an annual review for.
6. Click on the appropriate protocol renewal form (i.e. Review Form for first and second annual reviews).

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<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Type</th>
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<tbody>
<tr>
<td>Annual Review form v.20130101</td>
<td>Review form for first and second annual reviews of</td>
<td>Interim Review</td>
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7. The Protocol form opens. Using the Outline, go to, expand (click + to the left) and complete Section 12 Annual Review of the protocol form.

8. In Section 12, complete your responses to each question.

9. Click Save .
10. Once you are sure the protocol is ready to be submitted, click the Submit button. The Set Status dialog box appears.

11. On the Set Status dialog box, click Submitted and then Set Status button.

12. An e-Signature dialog appears, please
   a. Click Sign Via Shibboleth button.
   b. Enter your UConn Health domain account username.
   c. Enter your UConn Health domain account password.
   d. Click Login button.
   e. After successful login, you will be returned to the protocol.

13. Your protocol has been submitted. To confirm that your protocol was submitted using the Product Selector go to My Dashboard > My Protocols. Look for the protocol you just submitted. The Protocol Status should report “Submitted”. If it doesn’t, then something went wrong. Simply go back into the protocol by clicking on it and re-submit by repeating steps 10-12 above.