## UCONN HEALTH



V1.1 Updated 12/27/2016

## How to Revise Animal Protocols Returned for Modifications after IACUC Review

If your protocol was not approved from the start, you will receive an email message stating that your protocol has been reviewed and requires changes prior to approval. Follow these instructions to respond.

- 1. Login to Topaz Elements at <u>https://uconnprod.topazti.net/UCElements</u> (if not already) using your UConn Health domain account username and password.
- 2. Click on My Dashboard under Places on the Main Home Screen or if using the Product Selector on the top left side of the screen, select My Dashboard.
- 3. Select My Protocols dashboard panel. You will see a list of your protocols.
- 4. Click on the appropriate protocol with "Returned for Modification" status to open it.
- 5. In the Outline Panel, click the Questions with Summary Comments si icon. This will show you all the questions that require some type of explanation. Comments appear in a yellow field below the question.



6. View the comment summaries, make the recommended modifications to the question above by comment,

and click Save <sup>IIII</sup>. Note: You do **NOT** need to use a different font, color, or anything else for the changes. Make sure all comments have been addressed.

- 7. Resubmit the protocol by clicking Submit
- 8. On the Set Status dialog box, click Submitted.

TOPAZ | Elements is maintained by the Office of the Vice President for Research at UConn Health. For technical issues, please email <u>eRA-support@uconn.edu</u>, call 860-486-7944, or visit <u>http://research.uchc.edu/about/research-it/topaz/</u>.

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- 9. Click Set Status
- 10. 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.

Set Status	E-Signature Informatio		Q	
Submitted	SL Current User Current Date/Time Item Name E-Signature Event Description	3/22/2016 12:40:20 PM 101289 Animal Protocol Submitted For Approval		UCCONN HEALTH Please login with your UConn Health network username password. Log in to Unspecified Service Provider Username
		a Sign Via Shibboleth Cancel	Cancel	Password Login

11. To double check that the submission occurred, go to your My Protocols dashboard (Product Selector > My Dashboard > My Protocols) and you will see that its status is back to submitted.

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If so, now you have successfully submitted your revisions back to the IACUC so it can be re-reviewed.