

How to Create and Submit a Three-Year Animal Protocol Renewal

This guide assumes you are already logged into Topaz Elements, have an approved animal protocol which is approaching the end of the third year in the protocol's life cycle and you wish to renew it to continue the work described in the expiring protocol.



1. You will receive an email approximately four months prior to your protocol expiring that you will need to submit a renewal protocol if you wish to continue the work described in the expiring protocol. The email should look similar to the following:

Hi, Dr. [PI]-

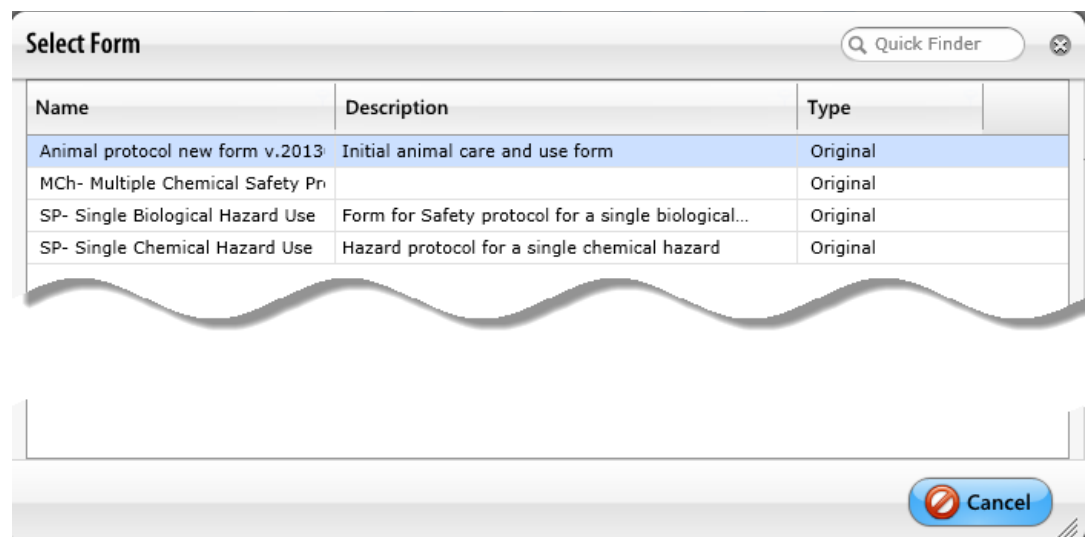
This is to let you know what your current protocol [Protocol Number] "[Protocol Title]" will expire on [Expiration Date]. The renewal due date is [Protocol Renewal Date]. You will need to create a new protocol in Topaz Elements to do this. To be compliant with federal regulations, there can be no extensions of expired protocols.

Thank you for your attention to this matter.


The IACUC Office


2. Under the Compliance  Menu within Topaz Elements, click **Animal Protocols**.
3. From the Protocols menu items, click  **Create Original Protocol**. Although you are submitting a protocol to replace a current one, every time you have a three-year renewal protocol, it is considered to be a new original protocol.

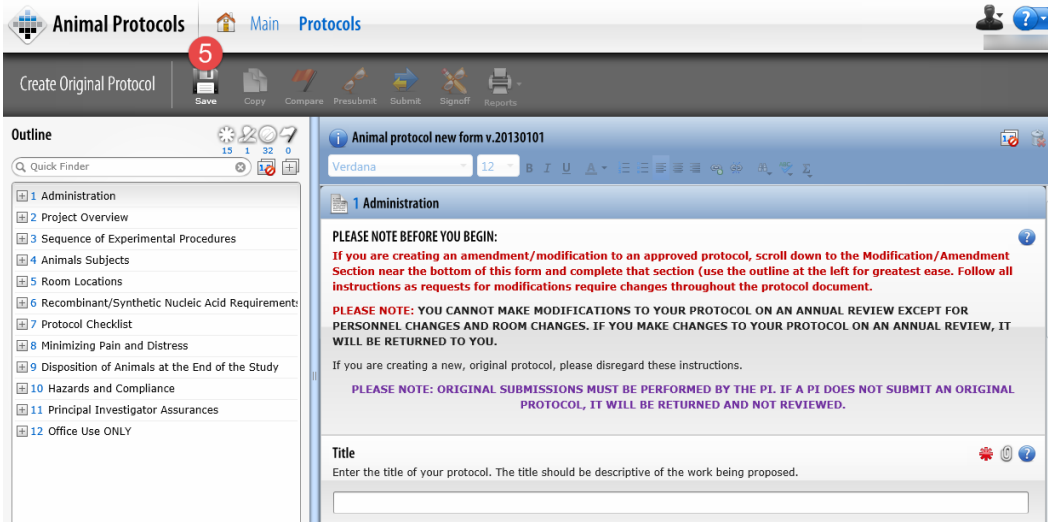
4. On the Select Form Grid, click on the **Initial Animal Care and Use Form**. The protocol form will be created.



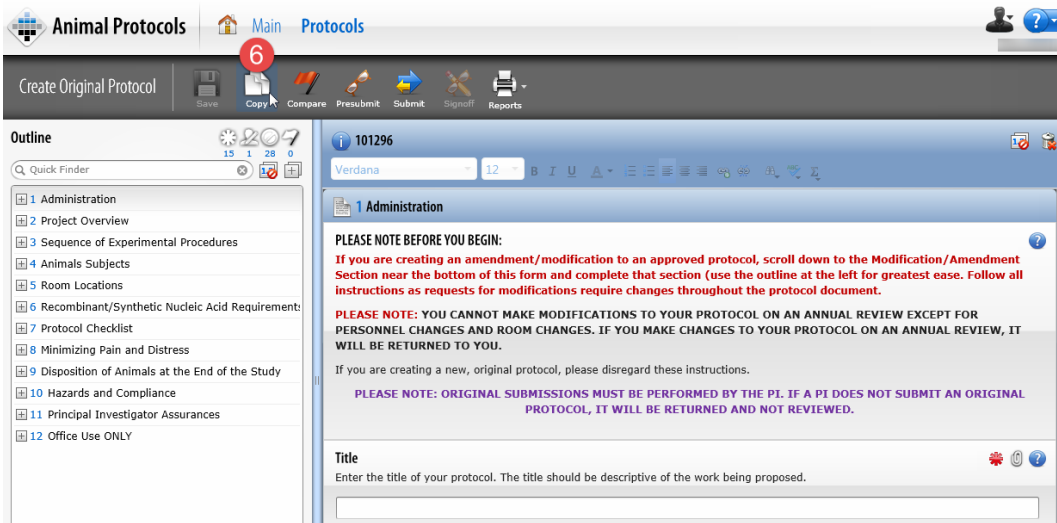
Name	Description	Type
Animal protocol new form v.2013	Initial animal care and use form	Original
MCh- Multiple Chemical Safety Pr		Original
SP- Single Biological Hazard Use	Form for Safety protocol for a single biological...	Original
SP- Single Chemical Hazard Use	Hazard protocol for a single chemical hazard	Original



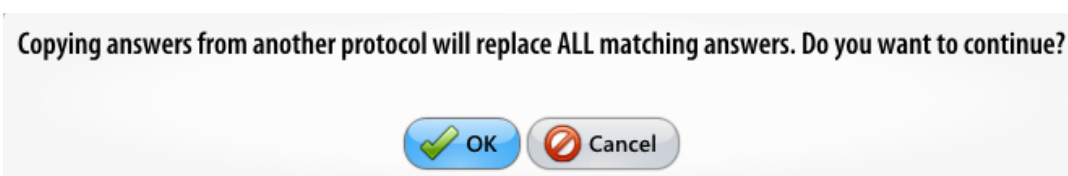
5. The protocol form will then generate. Click the Save  icon.







6. Click on the Copy  icon.



7. A dialogue box with a warning will then generate. Click on the “OK” button.





8. The Select Protocol grid will appear, showing all the approved protocols you have. The protocol would have a Protocol Type of Renewal and be in Approved Status.

Select Protocol   Filter: Not Set...  

<input type="checkbox"/>	Protocol #	Reference #	Version #	Principal Inve	Protocol Type	Protocol Stati	Title	Submission D	Appr
<input type="checkbox"/>		101277		Cook, Matthew	Amendment	Not Submitted	Test Protocol fo		
<input type="checkbox"/>	2016-015-1012	101277	1	Cook, Matthew	Renewal	Approved	Test Protocol fo	3/1/2016	3/1/2
<input type="checkbox"/>		101285		Cook, Matthew	Original	Not Submitted	Sample Protoco		
<input type="checkbox"/>	101286-1218	101286	1	Cook, Matthew	Original	Approved	Test Protocol fo	3/8/2016	3/8/2
<input type="checkbox"/>	101286-1218	101286	2	Cook, Matthew	Amendment	Approved	Test Protocol fo	3/9/2016	3/9/2
<input type="checkbox"/>	101286-1218	101286	3	Cook, Matthew	Amendment	Approved	Test Protocol fo	3/9/2016	3/9/2
<input type="checkbox"/>		101286		Cook, Matthew	Amendment	Submitted	Test Protocol fo	3/22/2016	
<input type="checkbox"/>		101288		Cook, Matthew	Original	Not Submitted			

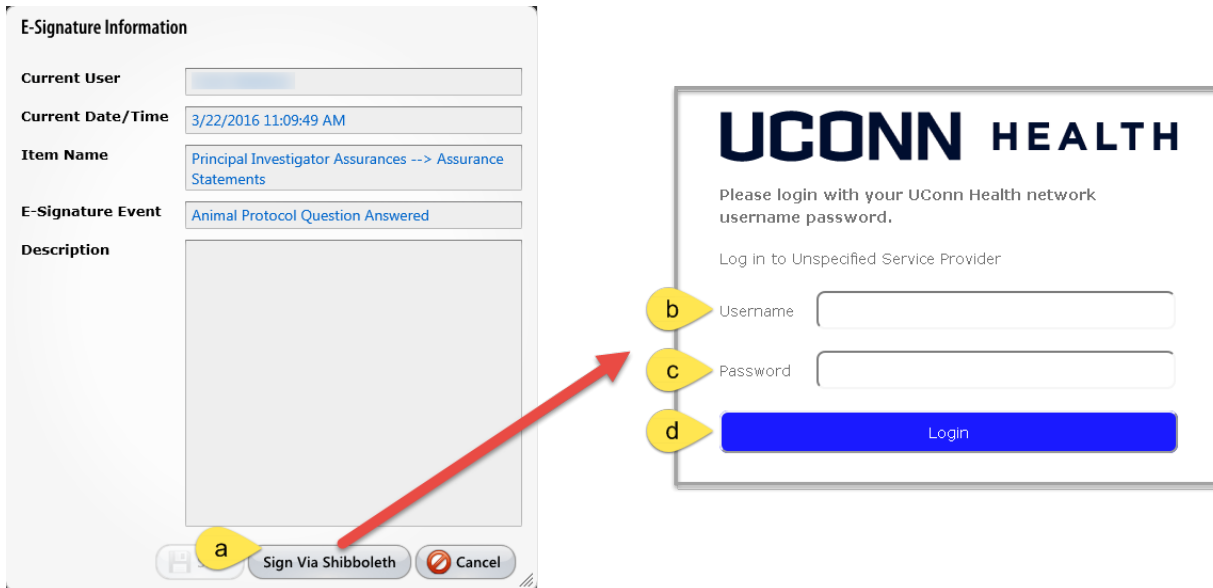
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8 total record(s) found.


 

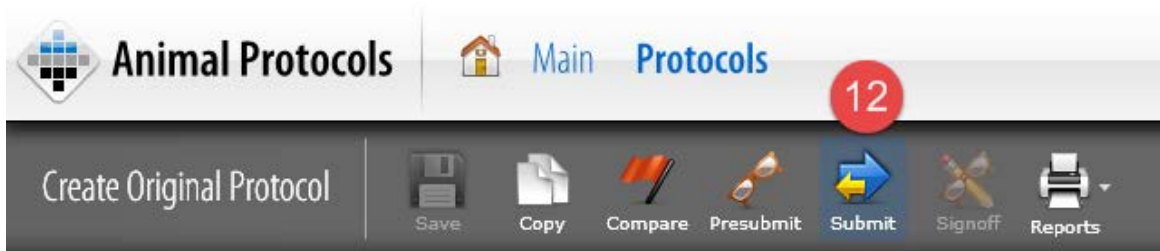
9. The new form will generate with all the old information. You need to review the form, as this process has some limitations. For instance, there are some sections on the protocol that are set to not be allowed to copy (e.g., search for alternatives). Make any changes that are necessary.
10. Start filling out the protocol form. Refer to the separate supplemental supporting document (i.e. Specific Protocol Information for Researchers) if you have questions on each protocol section.

TIP: Even though the protocol will allow you to submit it for review if you have answered only the mandatory questions, please realize that all questions must eventually be answered. The more complete you are in filling out the application, the quicker it will be to get your protocol reviewed and approved.

11. There are sections that will require an e-signature by the PI. These sections **MUST** be completed by the PI prior to submission. In addition, the submission **MUST** be performed by the PI. If either e-signatures or submission are performed by anyone other than the PI, **IT WILL BE RETURNED**. These sections are clearly labeled in the document. When you answer these questions, a dialogue box will generate.
 - 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.

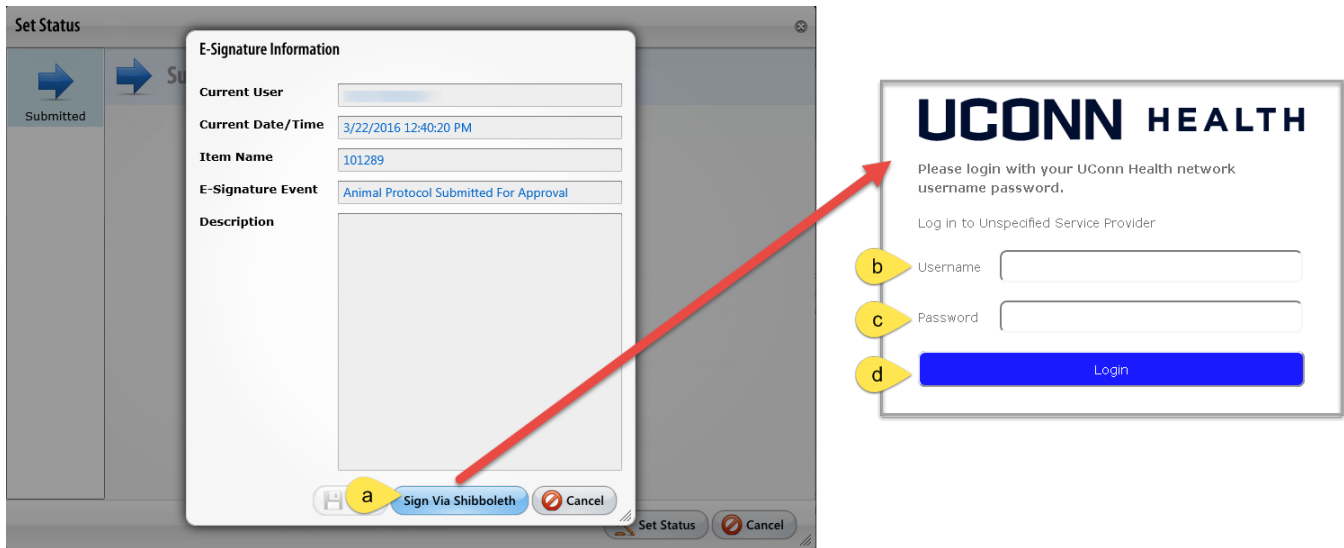


12. Once you are sure the protocol is ready to be submitted, click the **Submit**  button. The Set Status dialog box appears



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

14. An e-Signature dialog appears, please
- a. Click **Sign Via Shibboleth**.
 - b. **Enter** your UConn Health domain **username**.
 - c. Enter your UConn Health domain **password**.
 - d. Click **Login** button to submit your protocol.



15. Your protocol has been submitted. To confirm that your protocol was submitted using the Product Selector and go to **My Dashboard > My Protocols**. Look for the protocol number 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 10-14 above.

My Protocols	ation	Principal Inve	Protocol Type	T	Submission D	Modified Date	Assigned Rev	Status Date	Protocol Status	Product Fami
<input type="checkbox"/>			Original	ab	2/23/2016	2/23/2016 2:34 PM		2/23/2016	Submitted	Animal Studies

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1 total record(s) found.