

Animal Protocol Development

Instructions for Researchers



OFFICE OF THE VICE PRESIDENT FOR RESEARCH

Topaz Elements Animal Protocol Development Instructions for Researchers

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TIPS:

- Use the help **icons**. If you are unsure how to answer a question, clicking on the help icon will help you with specific instructions and/or provide an example.
- Save often. Topaz Elements is a web-based system. If you lose your connection to the Internet, you will regret not saving. If you are going to stop working on your protocol for any length of time, save your work and close your form!
- Use your outline view effectively. Your outline view can show you which required questions **#** must be answered in order to submit your protocol. Your outline view can show you which questions are

required and are missing before you can you submit your revisions (e.g. required 🗮 and incomplete 🥙). You can also use your outline as a navigation tool to bring you to any question in the document itself.

- **Be careful scrolling**. Some screens have internal scroll bars which you have to use, but can be difficult to see. Take some time to getting used to scrolling through the protocol form.
- Error messages. You might get error messages. If you do, you will need to notify the eRA Help Desk of them. Click Show Error button to view the error. Then click on the copy button when an error message generates (you won't see the whole error message when you click on the copy button. Paste the error message into an email and send it to the Office of the Vice President for Research eRA Help Desk at era-help@uconn.edu. Please also



include a brief description of what you were trying to do when the error occurred. Include any relevant protocol numbers.

- Attaching documents to your protocol.
 - 1. For question that allow attachments, there will be a paperclip $\stackrel{[]{}}{=}$ icon. Click on the paperclip icon to add an attachment.

Title	*	0	?
Enter the title of your protocol. The title should be descriptive of the work being proposed.		4	
		Г	

2. The Add Links and Attachments dialogue box appears. Click on the plus paperclip 2 icon to add a document, picture, etc.

- 3. Click the blue folder Browse To File icon. You can then browse to the location of the file on your computer and open it to add it as an attachment.
- 4. If desired, in the text: field, revise the name for the file by typing in this area.

Add Links and Attachments 🤣 🧐	6
Attachment Browse To File	0
Text : Test Document Add Attachment.docx	
	6 Sone

- 5. Repeat steps 2-4, if you want to add additional files. Use the \bigcirc icon to delete any attachments made in error.
- 6. Click Done button when finished adding attachments. The attachment document names should appear underneath the question text as clickable hyperlinks.

Logging into TOPAZ Elements

You must be granted access to login and use TOPAZ Elements. Submit a User Access Request at <u>https://uar.uchc.edu/</u>.

1. In your preferred, up-to-date web-browser (except Google Chrome), click or type this web address, <u>https://uconnprod.topazti.net/ucelements</u>, into the address bar, being mindful to include http**s**://.

Note: Google Chrome is not compatible with Topaz Elements and should not be used.

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

UCONN HEALTH		Elements
Please login with your UConn Health network username password.		Elements -
Log in to Unspecified Service Provider	۲	English
Password		LOGIN
Login		
2		3

- 3. On the Elements sign in page, click Login. The Topaz Elements home navigation screen appears.
- 4. The Topaz | Elements home screen appears.



Creating Initial Animal Care and Use Protocols

- 1. Under the Compliance Menu, click Animal Protocols.
- From the Protocols menu items, click Create Original Protocol.

Note: **IF YOU DO NOT HAVE THIS OPTION**, it means you are not set up to create protocols. Do



NOT go any further. Request these Topaz Elements Application privileges through the UConn Health User Access Request system at <u>https://uar.uchc.edu</u>. If you are not a PI, your PI will need to complete the User Access Request for your user account to ask that you have these privileges.

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

Select Form		Q. Quick Finder
Name	Description	Туре
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
		Cancel

- 4. Complete the protocol form. It is important to understand some of the functions you will have with this program to write your protocol in an efficient manner.
 - a. You can get to questions either by the outline or the protocol form itself.
 - b. You can see that a reference number will automatically generate. You cannot change the reference number and it will always be associated with this protocol. In fact, once the protocol is approved, the reference number with an added suffix will be the protocol number.
 - c. You will notice some questions have red asterisk stars this means that these questions **MUST** be answered in order for you to ultimately submit your protocol. You can also see what questions these are in the outline section by clicking on the same symbol.

TIP: In order to save your protocol, three fields **MUST** be completed: 1) the reference number (b), 2) a title (d), and 3) the PI name (not shown). You will not be able to save your document unless these three fields are completed.



5. Start filling out the protocol form. Refer to the supporting document 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.

- 6. 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.

E-Signature Informatio	n		
Current User			
Current Date/Time	3/22/2016 11:09:49 AM		
Item Name	Principal Investigator Assurances> Assurance Statements		
E-Signature Event	Animal Protocol Question Answered		username password.
Description			Log in to Unspeafied Service Provider
		Ь	Username
			Password
		d	Login
	a Sign Via Shibboleth O Cancel	I,	

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



- 8. On the Set Status dialog box, click **Submitted** and then **Set Status** 2 button .
- 9. An e-Signature dialog appears, please
 - 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.

E-Signature Informatio	n	
Current User		
Current Date/Time	3/22/2016 11:09:49 AM	
Item Name	Principal Investigator Assurances> Assurance	UGUININ REALTR
E-Signature Event	Animal Protocol Question Answered	Please login with your UConn Health network username password.
Description		Log in to Unspeafied Service Provider
		b Username
		C Password
		d Login
	a Sign Via Shibboleth O Cancel	

10. 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 7-9 above.

💮 My Dashboard	1	My D	ashboard									& ?
🖶 Add Dashboards	My P	rotocols	@							Filter: (Not Set	- 4
My Protocols		ation	Principal Inve	Protocol Type	т	Submission D	Modified Date	1	Assigned Rev	Status Date	Protocol Status	Product Fami
My Orders			Press Controls	Original	ab	2/23/2016	2/23/2016 2:34 PM			2/23/2016	Submitted	Animal Studie
Deriveries Receipts/Weanings											•	
My Bills	4											
	144		1000 × 1	age 1 of 1. total record(s) fo	und.							

Viewing Animal Protocol Review Steps & Statuses

You do have the ability to see what review step your protocol is on at any time.

- 1. Open your protocol (e.g. My Dashboard > My Protocols and click on the protocol you wish to view).
- 2. Click the i icon 💶 near the Protocol Reference Number. The General Protocol Information tab appears.
- 3. On the General Info tab, review the following:
 - a. Protocol type
 - b. Protocol's status
 - c. Date Created
 - d. Date Submitted for review



- 4. Click the **Reviews** tab. On the Reviews tab, you can view:
 - Type of review (e.g. Full Committee, Designated Member Review)
 - b. Due Date for reviewers to finish the review
 - c. If going to the full committee, the meeting date

ieneral Info	Reviews	E-Signatures	Emails				
teview Type							
teview Summa	iry						
leview Assignn	nents						
Name	Start D	ate		Due Date	Comple	tion Date	
>			No d	ata to dieplay			
teview Meeting	Is						
Review Comn	nittee	Locatio	n	Schedule	d Date/Time		
>			No d	ata to display			
							_

Revising 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. It will instruct you to go to your My protocols dashboard in Topaz Elements (My Dashboard > My Protocols), open your protocol (double click on it), and all changes that need to be addressed will be shown.

- 1. Login to Topaz Elements at <u>https://uconnprod.topazti.net/ucelements</u> (if not already).
- 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 Sicon. 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 💾 . Note: You do **NOT** need to use a different font, color, or anything else for the changes.

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

- 10. An e-Signature dialog appears, please
 - 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.

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

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.

🔹 My Dashboard	1	MyD	ashboard									* 弛
Hand Add Dashboards	My Pi	otocols	9			3 🔎				Filter: (Not Set	•
My Protocols		ation	Principal Inve	Protocol Type	T	Submission D	Modified Date	1	Assigned Rev	Status Date	Protocol Status	Product Fami
My Orders Deliveries				Original	ab	2/23/2016	2/23/2015 2:34 PM			2/23/2016	Submitted	Animal Studies
Receipts/Weanings												
My Bills	4											•
	144	4 1	₩ 1000 - P	Page 1 of 1. total record(s) fo	und.							

Now you have successfully submitted your revisions for an IACUC re-review.

View Protocol Approvals

1. You will receive an email when a protocol is approved. It will be similar to the following:

Hi, Dr. [PI]-

Your IACUC protocol [Protocol Number], [Protocol Title], has been approved by the IACUC on [Protocol Approval Date]. This protocol will expire on [Expiration Date].

Please remember that any changes you may wish to make to your protocol, including the addition of qualified personnel, require that a modification be submitted to, and approved by, the IACUC prior to the implementation of those changes. If you have animals with cage cards with an old protocol number, it is your responsibility to make sure those cage cards have been updated with the new protocol.

It is a condition of approval to use animals that the PI will report any adverse incidences (including unexpected morbidity and mortality) involving animals to the ACC. This action is required by IACUC policy (http://research.uchc.edu/animal/iacuc/policies/reporting-unexpected-or-unusual-morbidity-and-mortality/) in order to comply with federal regulations and laws.

Please review section 12 of your protocol to ensure that you are familiar with all the assurances you have agreed to.

If you need a formal, signed approval letter, please contact the ACC at ooacc@uchc.edu.

Thank you.

IACUC Office

- 2. Within the My Protocols dashboard (My Dashboard > My Protocols), all protocols that are approved will show "Approved" in the Protocol status column.
- 3. Click on your protocol that you want to review its details.
- 4. Click the i icon 💶 near the Protocol Reference Number. The General Protocol Information tab appears.
- 5. On the General Info tab, you can review:
 - a. Protocol number
 - b. Principal Investigator
 - c. Approval Date

- d. Date of Next Review
- e. Expiration Date

Animal Protocols Main Pr	tocols	Cook, Matthew
Open Submitted Protocols	pare Presched Schert Equal Provide	
Outline 20 20 20 20 20 20 20 20 20 20 20 20 20	Verdans Prote of formation	0
	Administrat PLEASE NOTE EFF IT you are creat requests for mo PLEASE NOTE F IT you are creat requests for mo PLEASE NOTE F IT you are creatin requests for mo PLEASE NOTE F IT you are creatin requests for mo PLEASE NOTE F IT you are creatin PLEASE NOTE F IT you are creatin PLEASE NOTE F IT you are creatin It you are creatin PLEASE NOTE F IT you are creatin P	VEL RNED TOCOL, RNED TOCOL, RNED TOCOL, RNED TOCOL, RNED TOCOL, RNED TOCOL, RNED TOCOL, RNED
	Protocol Number Assigned by IACHC office upon approval. Do not change or add any information C Show Segments Here BACK PS Section 1 of 12 N	

- 6. Click the **Reviews** tab. On the Reviews tab, you can view:
 - f. Type of review (e.g. Full Committee, Designated Member Review)
 - g. Review Group
 - h. IACUC Meeting Date Protocol was Reviewed
- Click the E-signatures tab to view all the e-signatures associated with the protocol submissions.
- 8. The **Emails** tab shows all the emails associated with the protocol. Clicking on the an email row will show you the email itself.

	Reviews	E-Signatur	es Emails			
Review Type						
Review Summa	ry					
	norgen					
Review Assignr	nents				C 1	
Name	Start Da	ate		Due Date	Comple	tion Date
			No) data to display		
Review Meeting	IS					
Review Comr	nittee	Lor	ation	Scheduled	Date/Time	
	intee			Senedarea	bute, finite	
			No	data to display		

General Info	Reviews	E-Signatures	Emails		
Date/Tir	me			Recipients	
11/2/201	15				
11/19/20	015				
Hi, Dr.	-				
Your IACUC pr	rotocol :	3, 'Bone D	Directed Trans	plantation of	
Species/amcu	int approved	for use include:			
Species/amcu	int approved	tor use include:			
Species/amcu	int approved	for use include:			
Species/amcu	int approved	for use include:			
Species/amcu (JIT) no.	int approved	tor use include:		research _	ums.
Species/amcu (JIT) no PLEASE NOTE	Int approved	for use include: , erformeα	e use of Tg/G	Research -	ums. e been ass gned a GMO
Species/amcu (JIT) no. PLEASE NOTE	int approved : If your pro	for use include: erformea	e use of Tg/G	research animals, all an mals have	ums. a been assigned a GMO
Species/amcu (JIT) no. PLEASE NOTE	Int approved	for use include:	e use of Tg/G	researcn animals, all an mals have	ums. e been assigned a GMO
Species/amcu (JIT) no PLEASE NOTE	Int approved	for use include:	e use of Tg/G	researcn animals, all an mals have	ums. e been assigned a GMO

Creating Modifications/Amendments to Animal Protocols

- 1. From the Main Home Screen under the Compliance Menu, click Animal Protocols.
- 2. On the Protocols Menu, select Create Amendment Protocol.
- 3. A dialogue box will generate which will list all your approved protocols. **Select the desired protocol** from the grid to amend and modify by clicking on it.

	increment a	Protocol Type	Principal Inve	Title	Author	Version #	Protocol Stat
101286-1218	101286	Amendment	Cook, Matthew	Test Protocol fo	Tomassi, Rolo	.3	Approved
101286-1218	101286	Amendment	Cook, Matthew	Test Protocol fo	Tomassi, Rolo	3	Approv

4. Click on the **Modification/Amendment form** from the Select Protocol for Amendment grid.

Select Form for Amendment		Q Quick Finder
Name	Description	Туре
Amendment form v.20130101	Animal care and use amendment form	Amendment
		Cancel //

5. Your approved protocol will generate with a modification header in Section 12 Modification/Amendment of the outline. **Click on the box(es) that state(s) what the modification(s)** are associated with your protocol.

Main Protocols - 1 👔 Main Protocol	orms Protocols	00
X Create Amendment Protocol	Copy Compare Presubnit Submit Signoff Reports	
Outline 😳 🖉 📿 🦿	100039	- *
Filter Outline	Verdana → 12 → B I U → 旧日言言言 @ 频 3 → 🂱 Σ	
□ 1 Modification/Amendment □ Modification/Amendment Type	Modification/Amendment Type Select all that apply.	
 Addition of animals Additional Animals 	Addition of animals Addition/change of experimental procedures	
2 Administration Title	Addition of hazardous substances Addition/deletion of personnel	_
Reference Number Protocol Number	Addition/change of drugs and/or dosing regimen	- 1
Principal Investigator	Change in isopratory location Change in method of euthanasia Addition/change in method of euthanasia Addition/change in must update appropriate sections within the protocol below.	
Associates Authorized to Order Animals Funding/Grant Source	Addition/change in surgical procedures Other	
Funding Details Study Initiation Accounts	Addition of animals	
3 Project Overview Lay Summary	Additional Animals How many additional animals are being requested? NOTE: You must also update the "Authorized Amounts" in the Animal Subjects section within the protocol	n n
4 Animal Subjects Species		

6. Amend the protocol by going to the section of your protocol that is associated with each change and modify your protocol. For example, if you need to add animals, you must go to the animal section and change your animal numbers in the "authorized amounts" section (a) and also put in a

r the additional animals you are requesting in the "rational for requested animal numbers" section (b).

NOTE: You need to make the changes in the document for each modification requested. Modification requests will be returned to you if this is not done.

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

8. On the Set Status dialog box, click **Submitted** and then **Set Status** Lot 1.

- 9. An e-Signature dialog appears, please
 - 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.

Set Status			0
_		E-Signature Information	
	-------------	Current User	
Submitted		Current Date/Time 3/22/2016 12:40:20 PM	UGUNN HEALTH
		Item Name 101289	Please login with your UConn Health network.
		E-Signature Event Animal Protocol Submitted For Approval	username password.
		Description	Log in to Unspecified Service Provider
			b Username
			C Password
			d Login
		Cine Via Shibbalath	
		Set Status	@Cancel

10. 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 7-9 above.

	My Pro	ntocols		岩 🖪	2											Filter. Not Sct	*	4 8
My Protocols	ы	Protocel 2	Reference #	Vertion #	Association	Principal Inve	Protocol Type	7	Submission E		Modified Date		1	Assigned Rev	Status Data	Protocol Status	Product Fami	Paren
My Orders	U U	2016-015-1012	1012// 101277 101285	1	PI PI PI	Cook, Matthew Cook, Matthew Cook, Matthew	Amendment Original Onumi	Te Te Sa	3/1/2016	:	3/9/2310 8.53 AM 3/1/2316 9:49 AM 3/10/2016 12:46 Pi	1	3 5	Decignated mer	3/1/2016	Not Selamitted Approved Not Selamitted	Animal Studies Animal Studies Animal Studies	2036-
Deliveries		10128E-1218	101236	3	15	Cook, Matthew	Amendment	1c	3/9/2016		3/9/2016 9:41 AM	1	2 2		3/9/2316	Approved	Animal Studies	10128
Receipts/Woamings My Bills			101236		Pi Pi	Cook, Matthew Cook, Matthew	Amendmant Oriuinel	1.	3/22/2010		3/12/2016 0:14 AM				3/22/2014	Submitted Not committed	Animal Studies	10120

Creating Annual (Interim) Reviews

1. Approximately 2 weeks prior to the due date, you will receive an email generation from 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.

If you have any questions regarding this process, please contact Dr. Jim Watras at x2896 for assistance.

Thank you-

IACUC Office

- 2. Login to Topaz Elements at https://uconnprod.topazti.net/ucelements with your UConn Health domain username and password.
- 3. Under the Compliance Menu, click **Animal Protocols**.
- 4. Click **Create Interim Review Protocol** from the Protocols menu items.
- 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.

Select	Protocol For Inte	erim Review	Q.		🗵 🗾	Filter: No	t Set	•	
	Protocol #	Reference #	Protocol Type	Principal Inve	Title	Author	Version #	Protocol State	
	101286 1218	101236	Amendment	Cook, Matthew	Test Protocol fe	Tomassi, Rolo	4	Approved	
	~ ~	Page 1 of	1						
		000 T 1 total re	cord(s) found.				O	Cance)

6. Click on the appropriate protocol renewal form (i.e. Review Form for first and second annual reviews).

Annual Review form v.20130101 Review form for first and second annual reviews of Interim Review

- 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 for** 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 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.

E-Signature Informatio	n		
Current User			
Current Date/Time	3/22/2016 11:09:49 AM		
Item Name	Principal Investigator Assurances> Assurance		UNIN REALTR
E-Signature Event	Animal Protocol Question Answered	Please logi username	n with your UConn Health network password.
Description		Log in to Ur	nspecified Service Provider
		b Username	
		C Password	
		d	Login
Œ	a Sign Via Shibboleth O Cancel		

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.

NOTE: 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.

3 Year Renewals

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, click Animal Protocols.
- 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 3-year renewal protocol, it is considered to be a new protocol.

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

Select Form		Q Quick Finder	6
Name	Description	Туре	
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 \square 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.

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

- 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 supporting document 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.

E-Signature Informatio	n	
Current User		
Current Date/Time	3/22/2016 11:09:49 AM	
Ilem Name	Principal Investigator Assurances> Assurance	
E-Signature Event	Animal Protocol Question Answered	Please login with your UConn Health network username password.
Description		Log in to Unspecified Service Provider
		b Username
		C Password
		d Login
	a Sign Via Shibboleth Ø Cancel	

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

- 13. On the Set Status dialog box, click **Submitted** and then **Set Status** 2 button .
- 14. An e-Signature dialog appears, please
 - a. Click Sign Via Shibboleth.
 - b. Enter your username.
 - c. Enter your password.
 - d. Click Login button to submit your protocol.

Set Status				0	
	si	E-Signature Informatio	n		
		Current User			
Submitted	1000	Current Date/Time	3/22/2016 12:40:20 PM		UGUNN HEALTH
		Item Name	101289		Please login with your UConn Health network
		E-Signature Event	Animal Protocol Submitted For Approval		username password.
		Description			Log in to Unspecified Service Provider
					b Username
					C Password
				for the department of the	d Login
				1.	
_		(F	a Sign Via Shibboleth 🕢 Cancel		
				Set Status 🖉 Cancel	

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.

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My Protocols		ation	Principal Inve	Protocol Type	T	Submission D	Modified Date		Assigned Rev	Status Date	Protocol Status	Product Fami
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