

6/6/17

Dear Members of the Rutgers and RBHS Animal Research Community:

The University is implementing a new eIACUC system to streamline the protocol review process. In collaboration with IACUC members, researchers, and CMR staff, the eIACUC system has undergone final configuration. Roll-out is planned for **June 7, 2017**.

In anticipation of this roll out, please note key aspects of the transition to the new eIACUC system:

**What Will Change:**

- All approved protocols will be pre-entered into eIACUC as a PDF of the existing most recent version of the protocol.
- Those protocols which are submitted/reviewed after the initial upload, will be reviewed via current processes and uploaded to eIACUC after June 7th. These protocols will not be pre-entered into eIACUC.
- Submissions received by the IACUC offices before roll-out will be reviewed by the IACUCs as they historically have been.
- Although the eIACUC system will be available for protocol submissions on June 7, 2017, applications submitted through New Brunswick /Piscataway's ACFC and via Newark IACUC's Email/PDF format will be accepted until June 30, 2017.
- Starting July 1, 2017, all protocol submissions must be done through eIACUC.
- After roll-out, all comments will be provided directly to the researchers using the eIACUC system throughout the protocol application process.
- Continuing/annual reviews will only be required for protocols containing USDA-covered species and DoD funded protocols.
- Training records (e.g., CITI or AALAS; Occupational Health/Medical Clearance) completed after rollout will be tracked and be visible in the eIACUC system.
- We have designated one of our IACUC staff, Kelly Albanese, to assist and train individuals with the use of the eIACUC system. Please visit the ORRA/IACUC website for additional training materials: <https://orra.rutgers.edu/iacuc>. Kelly can be contacted via email at: [kelly.albanese@rutgers.edu](mailto:kelly.albanese@rutgers.edu).
- Although medical clearance will continue to be performed by the offices that currently do it, we have identified some gaps in the clearance records. Accordingly, notifications will be sent to all protocol personnel who are in need of updating their medical clearance status. This process is critical to our adherence to regulatory requirements; we appreciate your assistance.

**What Will Not Change:**

- REHS and IBC matters will continue to be reviewed through the REHS processes in place today.
- The two IACUCs will continue to review protocols for their campuses: Newark IACUC will continue to review protocols for RBHS-Newark and Rutgers Newark; and, New Brunswick/Piscataway/Camden IACUC will continue to review RBHS and Rutgers New Brunswick/Piscataway and Rutgers Camden).
- Current users of the ACFC system will continue to utilize ACFC for animal orders to ensure that the Comparative Medicine Resources (CMR) staff are properly informed and prepared for animals arriving at our animal facilities. Please note that ACFC will remain active to meet CMR's requirements for animal order notification, census data entry and reports. In this regard, ACFC will be updated with the basic protocol information from eIACUC such as protocol number, name, approved number of animals, species, etc. for CMR's purpose, but it will no longer have the complete protocol information. All approved protocols and supporting documents will be found in the eIACUC system by June 7th.
- Detailed reports supporting CMR's monthly per diem charges will continue to be available to all current ACFC users.

Thank You,

*IACUC, Rutgers University*

<https://orra.rutgers.edu/iacuc>