eIACUC Reference for Ancillary Reviewers

Logging In

1. Go to https://eIACUC.rutgers.edu
2. Enter your Rutgers NetID and Password.
3. Click Login to enter the site.

Your Personal Workspace

- **My Inbox** displays all eIACUC submissions associated with you.

How to Assign Reviewers

1. Click the link in the email notification to access the protocol workspace.
   *Note: You can also search by Protocol Number, Protocol Name, or PI.
   - Click IACUC tab -> Click All Submissions -> Filter
2. Click **Manage Ancillary Reviews** on the left.
3. **Add** a person as a reviewer.
4. Select review type as **REHS General Review**.
5. Select **Yes**, a response is required.
6. Click **OK**.

How to Begin Your Review

1. Click the link in the email notification or click **Protocol Name** in My Inbox.
   *Note: You can also search by Protocol Number, Protocol Name, or PI.
   - Click IACUC tab -> Click All Submissions -> Filter
2. Click on one of the following to view the protocol:
   - **View Protocol**: use Continue or Jump To buttons to move section by section through submission.
   - **Printer Version**: shows each page in submission followed by appendices that list the procedures, substances, and experiments.
   - **Extended Printer Version**: shows each page in submission and lists relevant procedures after each experiment.

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**View Experiment Details**

- **On experiments page** in protocol- click experiment name.
- **On submission workspace**- click Experiments tab.
  *Note: The procedure name indicates if it is a standard or team procedure.*
All attachments submitted with the application are available via the:

- **Submission pages**: click document name.
- **Submission workspace**: click Documents tab.

**View Changes to a Submission**

There are several options available to view changes:

- **Review the clarification request comments**
  - In submission workspace, click **History** tab. Under Activity column, look for **Response Submitted** to view PI comments.

- **View the Change Log**
  - In submission workspace, click **Change Log**.

- **View Changes Between Two Versions of a Submission**
  - In submission workspace, click **View Differences**. Select version to compare to current version.
  - Added text is highlighted in green.
  - Deleted text is highlighted in red with line through it.
Add Related Safety Protocol

1. Click **Manage Related Safety Protocols**.
2. Click **Add** related safety protocol.
3. Complete required fields (all fields containing *) and click **OK**.
4. Click **OK**.

Submit Your Review

1. Click **Submit Ancillary Review** on the left.
2. Select the review you are submitting and indicate if you accept the protocol.
3. Add any comments or attach supporting documents if applicable.
4. Click **OK**.