eIACUC Reference for Veterinarians

Logging In

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

My Inbox

- **My Inbox** displays all eIACUC submissions associated with you.
- Identify the reason the submission appears in My Inbox by looking at the **State** Column.
- **ID** column will indicate the type of submission (CON= concern, AR= Annual Review, AMEND= amendment, etc.).

IACUC

- **Submissions**: Indicates research teams you are on and allows you to search for & view submissions.
- **Concerns**: Allows you to create and view concerns.
- **Inspections**: Allows you to view inspection calendar and review inspections.
- **Meetings**: Allows you to view upcoming meeting information, review agendas and meeting minutes, and confirm attendance for upcoming meetings.
- **Help Center**: Contains Huron’s eIACUC reference guides and videos.

IACUC Review Process

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 #, Protocol Name, PI, Submission Type, or Submission State.
   - Click IACUC tab -> 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.
   *Note*: You must be in View Protocol to add reviewer notes.

   - **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.
View Documents Related to Application

- On submission pages: Click document name.
- On submission workspace: Click Documents tab.

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Requesting Clarification about a Submission

1. Click View… (Protocol, Amendment, etc).
2. Navigate to the page where you want to add a note using Jump To or Continue buttons.
   *Note: Reviewer notes cannot be added to a specific procedure or substance. Add a note on the experiments page about the experiment’s procedures or substances used in the procedure.
3. Click add in the reviewer notes bar.

4. From the Type list, select a note type (Required response or optional response).

5. Type your comments in the note box and click OK.
6. When you are done adding notes, click the Exit option on the reviewer notes bar.
7. Click the **Request Clarifications by Vet** to submit.

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** for PI comments.

- **View the Change Log**
  - In submission workspace, click **Change Log**.
• View Changes Between Two Versions of a Submission
  o In submission workspace, click **View Differences**. Select version to compare to current version.
  o Added text is highlighted in green.
  o Deleted text is highlighted in red with line through it.

3. *Justify the number of animals to be involved in this protocol*: (the Adjusted Animal Count above)

| Meas | Change | L L L | Old Value: needed for study |

**Submit Your Veterinary Consult**

*Only submit your veterinary consult when you have completed your review and are ready to approve or deny the submission. If you submit your vet consult but haven’t requested clarifications, the questions you posted will not send to the PI.*

1. Click **Submit Veterinary Consult**.
2. Indicate if you accept the proposed protocol.
3. Add any comments or attach supporting documents if applicable.
4. Click **OK**.

**Submit Your Veterinary Verification and Consultation (VVC)**

1. Click **Submit Vet Verification (VVC)**.
2. Complete required fields.
3. Click **OK**.
Adding Comments for Other Reviewers

1. Click Add Comment or Add Private Comment.
   - Regular Comments: Viewable by any IACUC user that can view submission (including protocol team)
   - Private Comments: Viewable by other reviewers (vets, IACUC staff, and IACUC Committee)