eIACUC Reference for CMR

Logging In

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

How to View Protocols

1. Click IACUC tab.
2. Click All Submissions.
3. Filter by: Protocol Name, Protocol ID, or PI. Click Go.
4. Click on Protocol Name to open.

5. 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.
View Experiment Details

- On **Experiments** page in protocol - click experiment name.
- On **submission workspace** - click **Experiments** tab.

View Documents Related to Submission

- On **submission pages** - click document name.
- On **submission workspace** - click **Documents** tab.

View Training Records

- On **Training Validation** page in protocol.
- On **submission workspace** - click **Training** tab.
Under the IACUC tab, click **Inspections**.
To view inspection information, click inspection **name** or click on the **calendar**.

**To respond to a corrective action item:**
- Click the link in the email notification or open the concern from My Inbox.
- Click “**Complete Corrective Action**”
- Fill out requested information (date completed and comments). Click **OK**.

### Submitting a Concern

1. From the **IACUC** tab, click **Create Concern** on the left.
2. Complete the required questions, marked with an asterisk (*). Click **Continue** to move to the next page.
3. When done, click **Finish**.