eIACUC Reference for IACUC Members

Logging In

1. Go to https://eIACUC.rutgers.edu
2. Enter your Rutgers NetID and Password.
3. Click Log in 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 comments.

*Note*: The procedure name indicates if it is a *standard* or *team* procedure.
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View Documents Related to Submission

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

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.
   *Note: Notes added by committee members are always anonymous.
7. Click the Request Clarifications by Designated Reviewer to submit.
   *Note: Do not click Submit Designated Review until you have received the information you requested and are ready to provide your reviewer response.
   *Note: Reviewer notes are removed from the submission’s history whenever the submission is approved, discarded, or withdrawn.
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** for 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 a line through it.

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

   Made change to text:

<table>
<thead>
<tr>
<th>Old Value: needed for study</th>
<th>New Value: Made change to text</th>
<th>Date of Change</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>needed for study</td>
<td>Made change to text</td>
<td>4/8/2017 4:46 PM</td>
<td></td>
</tr>
</tbody>
</table>

Updated: 8/27/17
Submit Your Review

When you are ready to submit your review, click **Submit Designated Review** on left.

Adding Comments for Other Reviewers

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

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**.
   *Note: IACUC staff will submit the concern to move it from Pre-Submission to Pre-Review.*

Filtering and Sorting Data

**To Filter Data:**
1. Select the column to filter by from the drop-down menu.
2. In the next box, type the beginning characters of the items you want to find.
   *Note: You can type a % symbol as a wildcard before the characters if you do not know the beginning characters. Ex. 71 shows all items beginning with 71 while %71 shows all items containing 71 in any position.*
3. Click **Go** to apply filter.
4. To add more filter criteria, click **Add Filter** and repeat steps above.

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To Sort Data:
• Click the column header you want to sort by. Click it a second time to reverse sort order.
  *Note: The arrow indicates the column by which the data is sorted and the sort order (ascending or descending).

To Search Submissions Site:
1. Click IACUC in the top toolbar.
2. In the search field on the right, type your search criteria.
  *Note: You can use the following operators:
  • And: Finds all of the specified words.
  • Or: Finds at least one of the specified words.
  • Not: Excludes the specified word.
  • Percent Sign (%): Wildcard character. Finds part of a word.
  • Quotation Marks: Finds the exact phrase.
3. Press enter or click the magnifying glass to perform the search.