eIACUC Reference for PIs and Research Team

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.
  - **Note**: Pre-submission means you have not yet submitted the protocol.
- **ID** column will indicate the type of submission (PROTO= new protocol, AMEND= amendment, AR= Annual Review, TR= Triennial Review, and CON= concern).
  - **Note**: Annual Reviews are only required for USDA covered species and DoD funded protocols.

IACUC Tab

- **Submissions**:
  - Research Teams: Indicates your research team(s) and the research team(s) you are on.
  - In Review: All submissions undergoing IACUC review.
  - Active: All approved submissions.
  - Archived: All discarded and closed submissions.
  - All Submissions: All submissions, in any state.
- **Concerns**: Allows you to create a concern.
- **Help Center**: Contains Huron’s eIACUC reference guides and videos.
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How to Create your Research Team

1. From the IACUC tab, click **Create Research Team**.
2. Type a **Research Team Name** and select the PI.
3. Click **Add** to add team members. Fill out all required fields (*) and click **OK**.
   - You can start typing the team member’s name or click the … to search for a name.
   - Do not add the PI as a Team Member.
4. Once all team members have been added, click **Finish**.

How to Check Substance and Procedure Libraries

1. From the IACUC tab, click your **research team name**.
2. Click on the **Procedures** tab and check for the procedures you need (ex. Tissue/blood collection, substance administration, euthanasia, etc.).
   - **Standard Procedures**: These procedures can be inserted directly into your protocol (no editing).
   - **Team Procedures**: You can create your own team procedures, or copy and edit a standard procedure/template to create a team procedure.
3. Click on the **Substances** tab and check for the substances you need.
4. If the procedures and substances are listed, click on the item name to review its details.
5. Click **View Procedure** or **View Substance**.

How to Create Substances and Procedures

1. From the research team workspace, click **Create Substance**.
2. Complete required fields (*) and click **Finish**.
3. From the research team workspace, click **Create Procedure**.
4. Complete required fields (*). If more than one page, click **Continue** to move to the next page. When done, click **Finish**.

How to Create a Protocol

1. From the research team workspace, click **Create Protocol**.
2. Complete the required fields (*) and click **Continue** to move to the next page.
   - For #2 **Short Title**: Use your current approved protocol # for protocols created prior to eIACUC.
3. For the **Protocol Team Members**, include each person who will perform work under this protocol. Do not include the PI here.
4. For the **Experiments**, select the procedures that apply to all animals (**common procedures**) and those that apply to some animals or are used differently across animals (**variable procedures**).
5. On the final page, click **Finish**.

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6. If you would like a research team member to be able to edit the protocol, click **Assign PI Proxy**. Enter the protocol team member name and click **OK**. You can assign multiple PI proxies. All other research team members will only be able to view protocols.

### How to Submit a Protocol for Review

1. From the protocol workspace, click **Submit**.
2. Click **OK** to agree to the statement and submit the protocol for review.

### IACUC Review Process

![IACUC Review Process Diagram](image)

### How to Review and Respond to Reviewer Requests

1. Click the email link to open the submission. If you are already in eIACUC, click **My Inbox**.
2. On the **History** tab, find the “Clarification Requested...” activity and read any comments.

![History Tab](image)

3. If the reviewer added reviewer notes, click the **Reviewer Notes** tab.
4. To edit the protocol in response to the reviewer note, click the **Jump To** link.
5. From the protocol page or the Reviewer Notes tab, click the **Click here to respond** link.
6. Select a response from the list and explain your response in the box.
7. Click **OK**. If on a protocol page, exit the protocol when done.

![Reviewer Notes Tab](image)
8. On the protocol workspace, click **Submit Response**.
9. In the **Comments** box, explain your response to the reviewer and click **OK**.

### How to Create and Submit a Follow-On Submission (Amendment, Annual Review, Triennial Review)

1. From the **IACUC** tab, click your research team.
2. Select the name of the approved protocol.
3. On the left, click the “**Create ...**” button.
4. Complete the pages. Click **Continue** to move to the next page.
5. When done, click **Finish** on the final page.
6. Click “**Edit...**” to make changes.
7. Click **Submit**.
8. Click **OK** to agree to the statement and submit for review.

### 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.*