eIACUC Reference for PIs and Research Teams

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.
- **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.
- Identify the reason the submission appears in My Inbox by looking at the **State** column.
  - **Pre-submission** means you have not yet submitted the protocol. Open the protocol and click “Submit” to send the protocol for review.
  - **Clarifications Requested** - Respond to all Reviewer Notes and click Submit to send the protocol back to the IACUC for review. This will remove the protocol from your My Inbox.

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.
- **Standard Library**: Allows you to view IACUC approved procedures that can be used in a protocol. There are also templates you can copy and edit to meet your research team needs.
- **Concerns**: Allows you to create a concern.
- **Help Center**: Contains eIACUC reference guides and videos.

Updated 4/23/20
Steps to Complete Protocol

Please follow these steps to create your research team and generate your protocol. Detailed instructions are provided below for each step.

1. Create your Research Team
2. Check the substance library for all substances you will be administering (dosing compounds, anesthesia, analgesia, special diets, etc.). If they are not listed in the library, click Create Substance and create the substance(s).
   - Use the % symbol as a wildcard.
3. Check the procedure library for all procedures you will be performing (ex. tissue/blood collection, euthanasia, substance administration, imaging, behavioral, etc.). If the procedures you are performing are not in the library, click Create Procedure to create the procedure(s).

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.
   - You can start typing the team member’s name or click the ... to search for a name.
3. Click Add to add team members. Fill out all required fields (*) and click OK.
   - Do not add the PI as a Team Member.
   - Students will need to log into eIACUC once to register their accounts before their name appears in the software.
4. Once all team members have been added, click Finish.

Updated 4/23/20
# How to Check and Create Substances and Procedures

After you have checked the system for IACUC standard building blocks, create any that are required for your protocols.

1. **From the IACUC tab, click your research team name.**
2. **Click on the Substances tab and check for the substances you need.**
   - In the filter box, type the % symbol followed by the first few letters of the substance. Ex. %iso for isoflurane. The % symbol serves as a wildcard and will broaden the search results.
   - If the substance is listed, you do not need to do anything. Proceed to search for all other substances.
   - If the substance is not listed, click Create Substance on the left. Answer questions 1-3, then click Finish.
3. **Click on the Procedures tab and check for the procedures you need (ex. tissue/blood collection, euthanasia, substance administration, imaging, behavioral, etc.).**
   - The system contains standard procedures which have been approved by the IACUC. To open a standard procedure, click the Procedure name. On the left, click “View Procedure” and scroll through the pages. If the procedure accurately describes what the lab does, you do not need to do anything. Proceed to search for all other procedures.
   - If the procedure is not listed or does not accurately describe what you are doing, you have two options:
     - **Copy a standard procedure to make a team procedure**- From the procedure library (IACUC tab, click your Research Team name, click the Procedures tab), locate the procedure you want to copy. In the second tab, click Actions- Copy Procedure. This will ask you to name the procedure and select a research team. This can take a
minute to copy. Once it is copied, you can click on the procedure name and Edit Procedure on the left to modify it.
  o  Create a new procedure - Click the IACUC tab, your Research Team name, Create Procedure.
  -  **Standard Procedures**: These procedures can be inserted directly into your protocol. If the procedure says “template” in the title, you must copy the standard procedure to make it a team procedure.
  -  **Team Procedures**: You can create your own team procedures, or copy and edit a standard procedure/template to create a team procedure.

### How to Create a New Protocol

Do not start creating your protocol until you have created/updated your research team and have all the substances and procedures needed for the protocol (see instructions above). Please see the next sections if you are submitting a triennial review, annual review or amendment.

1. From the research team workspace (click the IACUC tab, click your Research Team name), click **Create Protocol**.
2. Respond to all fields and scroll to move to the next section.
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**.
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, not submit or respond to questions during the review process.
7. From the protocol workspace, click Submit.
8. Click **OK** to agree to the statement and submit the protocol for review.

Updated 4/23/20
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. Scroll to move to the next section.
5. When done, click Finish on the final page.
6. Click Submit.
7. Click OK to agree to the statement and submit for review.

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 to open the submission.
2. On the History tab, review any comments. This is where REHS posts their review.
3. Click Edit (Protocol, Amendment) on the left. The reviewer notes will appear as chat boxes with a number inside, indicating the number of reviewer notes in that section of the submission.

Updated 4/23/20
4. Click on each chat box icon to open up the reviewer note. Note- These boxes are small and can be found on the right, at the end of a section or question.

5. Click Reply and enter in your response, then click OK.
6. Make any changes you need to while in the protocol. If you need to update any procedures, this should be done in the procedure library (exit the protocol, click the IACUC tab, click your Research Team name, click Procedures tab).

7. On the protocol workspace, click Submit Response. 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.