



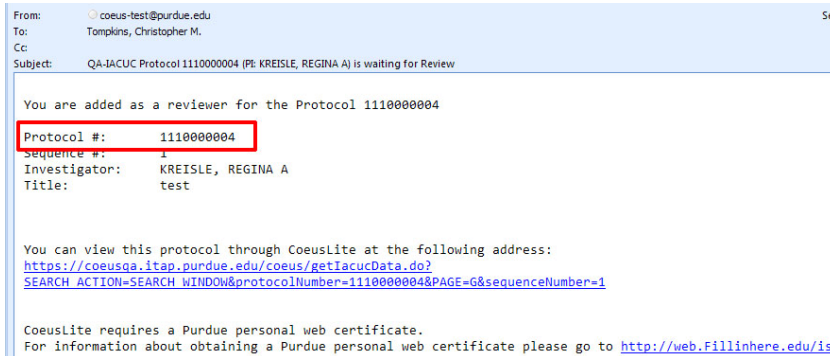
Designated Member Review – Investigator Created Submission

PREREQUISITES: Completed IACUC Submission + Review Type: Designated Member + DMR Assigned

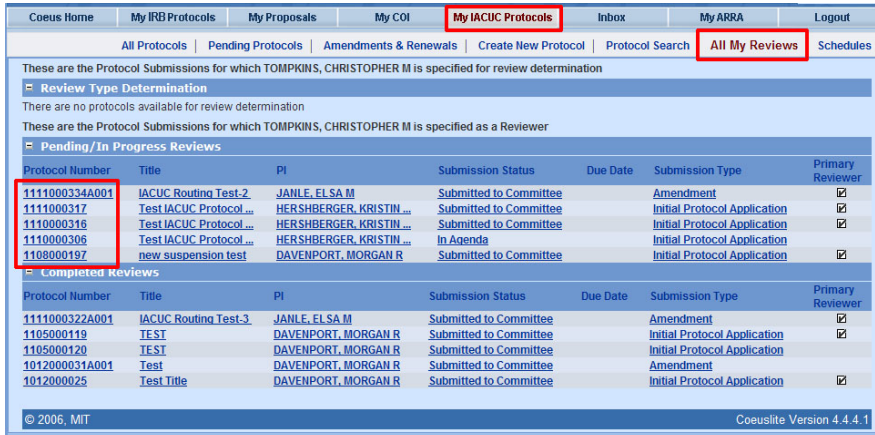
Identify IACUC Protocol Submission

NOTE: The system will automatically generate and send an email notification once a DMR has been assigned as a Reviewer by IACUC Admin Staff.

1. Locate the protocol submission number from the email notification



2. OR – Locate the protocol submission number from the All My Reviews screen in the Pending/In Progress Reviews section.



Open IACUC Protocol Submission

NOTE: Those who are assigned as a DMR Reviewer on a specific submission will have the “Primary Reviewer” box checked next to the listed submission and the “All My Reviews” screen.

1. Click on the “Protocol Search” link found at the top-right of all screens





2. Enter the previously identified submission number in the “Protocol No:” field and click “Search”
3. Click on the submission listed in the search results to open record.

Print Summary***

NOTE: A complete Protocol record may be generated as a single PDF file. Only attachments with .pdf file format will be included in Summary. All other uploaded file types must be opened in the Attachment section.

1. Click on the “Print Summary” link towards the bottom of the Left Navigation
2. Check the boxes for all sections you wish to have included in the generated PDF.
3. Click “Print” to generate complete Protocol file

Review Protocol Submission

NOTE: Only Investigator created submissions will have all fields completed. Historic records uploaded by PACUC Admin will only have limited screens entered and the entire submission will be uploaded as an attachment for review.

1. **Protocol Details** – (view each section by clicking the corresponding link in the Left Navigation)



- a. **General Info:** Basic information such as Protocol Type and Title. Reference Num 1 field will contain the old protocol number for historically uploaded records.
- b. **Investigators/Study Personnel:** All Investigators and named Protocol Personnel (Animal Care Staff will be listed in the uploaded Application Form or future Questionnaire)
- c. **Correspondents:** Additional contacts to be notified when specific actions are taken
- d. **Areas of Research:** Categories of research applicable to the project
- e. **Funding Source:** Source of funding for project
- f. **Species Groups:** Information regarding the animals requested for the project
- g. **Procedures:** Lists the procedures that will be conducted on each study group along with the physical location and list of Personnel who will be doing the procedure
- h. **Alternative Search:** Databases searched for alternative justification
- i. **Special Review:** Identification of additional reviews needed outside of PACUC
- j. **Notes:** Any additional Investigator notes

2. **Protocol Attachments** – (view by clicking the “Attachments” link in the Left Navigation and click “View” next to the desired attachment)

New/Changed Attachments				Show All
Attachment Type	Description	Timestamp	Update User	
Protocol Application	Historic Upload Attachment	10/27/2011 11:22 AM	TOMPKINS, CHRISTOPHER M	Modify View Remove

- Protocol Attachments will contain the Initial Protocol Application with appropriate verbiage and all additional documents (ex. Consent Forms, Training, etc.) that are applicable

3. **Protocol Forms “Questionnaires”** – (view by clicking the desired questionnaire found under the “Forms” section at the bottom of the Left Navigation)

NOTE: See IACUC Question Lists to assist with Questionnaire reviews

- Protocol Application Form: completed with initial protocol submission



- Annual Continuation Form: completed with annual submission
- Renewal Supplement Form: completed with triennial submission

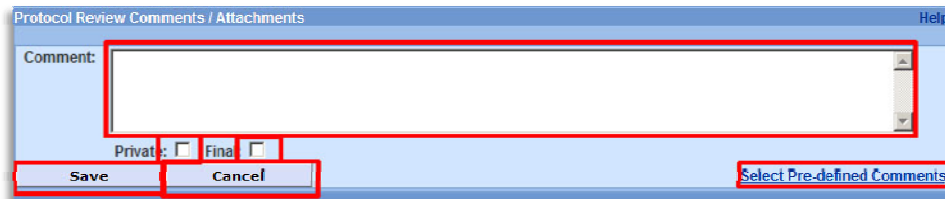
Enter Reviewer Comments

NOTE: Comments from all Reviewers will be consolidated by IACUC Admin prior to being made available to Investigators to ensure clarity and prevent duplication.

1. Click on the “Review Comments” link found at the bottom of the left navigation pane



2. Click on the “Add Review Comments”



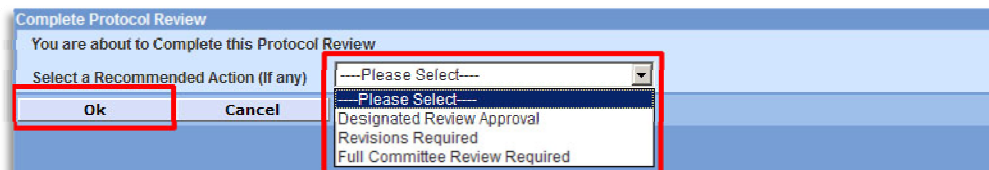
3. Enter text in “Comment” box -OR- click “Select Pre-defined Comments” to select default text.
4. Check both the “Private” and “Final” boxes for ALL entered comments.
5. Click “Save”
6. View: Click “View” next to comment to see full verbiage
7. Modify: Click “Modify” next to comment to edit verbiage or Final/Private boxes
8. Remove: Click “Remove” next to comment to delete

Recommend Submission Action

NOTE: A protocol submission Review will be locked once the Reviewer has entered a Recommended Action. Contact IACUC Admin to have this lock released if necessary.



1. Click on the “Complete Review” link once all Review Comments have been added



2. Select the Recommended Action from the available drop-down list
3. Click “Ok” to complete review.
4. Once review has been completed, IACUC Admin will automatically be notified by a system generated email.