

WELCOME

TO THE NEW IACUC ELECTRONIC SYSTEM

Tick@lab

Amendments (Modifications) and Annual Review Submission Training

IMPORTANT NOTE: Remember to Allow Pop-Ups in your web browser.

If you do not allow pop-ups, the system will not work properly.



Tick@Lab URL

https://lar.utrgv.edu/tickatlab/default.aspx

Log in with your UTRGV Credentials

Due to PeopleSoft integration issues, you may not have automatic access to <u>Tick@Lab</u>.

If you are unable to log in please contact the Office of Research Compliance (956) 882-7743. Or, you may also email the IACUC to <u>iacuc@utrgv.edu</u>

Note: You may have to complete a web form to request access.

After Login in to Tick@lab,



How to Submit an Amendment (Modification) Request

Submission Steps

Please note: The PI or Co-Investigators can amend (modify) an approved protocol.

AUP														
 FILTER & SEARCH ▼ Apply filter														
Select the desired filter criteria below and click "Apply Filter" to customize your view. Operation between different filter criteria: AND Operation between multiple selections within the same criterion: OR														
My Filter Sets: Approved protocols (For all users)														
 File-General File-History For this process you are going to access your project by selecting "Approved Protocols" on My Filter Sets. Export to Excel 														
No. (of entries: 28	>												
	AUP#	File title	File created	File status	Last file status	Expiration date	Current document	Last document status	1st approved	Principal investigator	Version			
-	AUP-20-05	TESTING	09-Jun- 2020	Approve d	12-Jun- 2020	10-Jun-2023	Approved	12-Jun-2020	10-Jun- 2020	IACUC-IBC, Investigator	11.0			
-	AUP-20-04	added colo	2020	d	2020	09-Jun-2023	Approved	12-Jun-2020	2020	Investigator	10.0			
Double click on any part of the main information to open Documents/Versions in the file														

The Document/Version file contains a collection of documents related to the same study protocol, including your approved version of the initial protocol.



■ CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

Please provide a brief description of the amendment and click "Ok."

	Last file			Last	Last	Current	Last
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itiate	Comment:					wn	17-/ 2020
osed							17-A 2020
sapp	Effective d	ate*:	21-Aug-2020 🕅			noved	i 17-/ 2020
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prov	√ Ok	X Cancel				/ed	17-A 2020
prov <mark>ea –</mark>	2020	2021		2020	2020	Approved	17-A 2020
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sapprov I	17-Aug- 2020	16-Aug- 2021		17-Au 2020	ig- 17-Aug 2020	Disapproved	1 17-/ 202
proved							22-J 202

Now you will see that an additional document version is created.

My Filter Sets:	Protocols in review (For a	all users)		Now the project changed location from Approved Protocols to Protocols in Review								
+ New TExt Documents are organ	port to Excel	ick on the file to see the d	locument(s)	stored in the fi	le.							
≪ < 1 2 AUP# AUP-20-0 ► AUP-20-0 ► AUP-20-0	> >> Open document Print PDF Edit comment	File created 03-Sep- 2020 09-Jun- 2020	File status Initiated Amendm	Last file status change 03-Sep- 2020 03-Sep- 2020	Expiration date	Current document status/progress Draft Amendment	Last document status change 03-Sep-2020 03-Sep-2020	1st approved	Principal investigator IACUC IRB IBC, Administrator IACUC-IBC, Investigator	Version 1.0 12.0		
Documents/ Docume TESTINC TESTING	Add attachment Check-out document ACUC Administrative Review Closed 11.0	Last loci thang	ndment	ument us status yndme	need to rig	ipal investigator	Species or Mouse or Mouse	Checked-o	ut by			

	AL	JP-20-05	TESTING		09-Jun- Amend 2020 ent)- 10-Jun-2	023 Amendment	03-Sep-2020	10-Jun- 2020	
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		Document title	Versio	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checke	
	ESTING		NG 1		2020	Amendme nt	03-Sep-2020	IACUC-IBC, Investigat	or Mouse	IACUC	
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~		0.00.00	A target	dit comment	Taltia	tod 26-Apr	-	IACUC			

General Information	
Personnel	Complete this tab only when an approved protocol is submitted with amendments (including amendments submitted as part of an Annual Review).
Species	E AMENDMENT
Study Grouping	This page is a checklist to help IACUC reviewers. Amendments need to be made directly in their respective tabs on the left and saved. Please contact the IACUC with any questions.
Number of Animals	
Procedures	I have made the following changes to this protocol on the affected tabs:
Procedures Training	Added personnel
verification	Removed personnel
Anesthesia/Analgesia	
General Training	Added a species
Protocol/Forms Links	Changed animal numbers for an existing species
Rationale/Alternatives	Added a test substance
Animal Husbandry/Housing	
Safety & Hazards	Changed experimental procedures
Transportation	Change
Field Studies	Click on the "Amendment" tab and
Teaching Protocol	answer the questions.
PI Certification	
Amendment	Changed housing requirements for the animals
	Changed hazards

Tick@lab will often ask you if your modifications were also captured in the appropriate tabs (General Information through Teaching Protocol). If your approved application was generated in Tick@lab, you will see the original information you entered. If that is the case all you need to do is modify the text. If your approved protocol was processed originally on a paper and pencil submission, your approved protocol will be uploaded into Tick@lab as an attachment. However, to process the amendment you will need to enter the proposed modification into each of the tabs.

← Back to overview Z Review Attachments Action \sim Workflow → Save & Check-in General Information H Save Complete this tab only when Personnel Save New Version Species AMENDMENT 🚔 Print PDF Study Grouping i to This page is Compare version Number of Animals ed t Save all changes. Remember Procedures you can save by clicking any Procedures Training Verification of the "Action" buttons at Anesthesia/Analgesia any time. General Training Protocol/Forms Links Changed animal numbers for an existing species Rationale/Alternatives Added a test substance Animal Husbandry/Housing Changed experimental procedures Safety & Hazards Changed Euthanasia methods Transportation Field Studies Changed Pain/distress classification **Teaching Protocol** Changed the overall aim or objective of the protocol **PI Certification** Changed housing requirements for the animals Amendment

- Once you have completed the questionnaire on the amendment tab and included the proposed changes in on the application tabs (General Information through Teaching Protocol), please proceed to save your amendment.
- Note, you have 3 ways to save forms:

 \sim

- 1. Save and Check-In: saves the file and checks the document in so that another person could check it out and edit it.
- 2. Save: saves the document and allows you to keep working on it.
- 3. Save New Version: saves a separate and new version of the file (duplicate).

AUP: AUP-20-05 "TESTING ", (v.12.0), Amendment/Amendment

← Back to overview	☑ Review Attachments Action
General Information	Fracuc Administrative Review
Personnel	Complete this tab only when an approved protocol is submitted with am
species	AMENDMENT To submit a protocol amendment (modification) to workflow you have 2 options:
Study Grouping	This page is a checklist to help IACUC reviewers. Amendments need t 1) Click on "Workflow" and select "IACUC
Number of Animals	Administrative Review"
Procedures	I have made the following changes to this protocol on the affected tabs:
Procedures Training Verification	Added personnel
Anesthesia/Analgesia	Removed personnel
General Training	Added a species
Protocol/Forms Links	Changed animal numbers for an existing species
Rationale/Alternatives	Added a test substance
Animal Husbandry/Housing	

	AUP-20-05	TESTING	09-Jun-2020	Amendme nt	03-Sep-2020	10-Jun-2023	Amendment	03-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	12.0	
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Documents/Versions in File

	Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principa	l investigator	Species	Checked-out by		
⋺	TESTING	12.0	03-Sep-2020	03-Sep-2020	Amendme nt	Open document		3C, Investigator	Mouse	IACUC IRB IBC, Administrator		
	TESTING	11.0	03-Sep-2020	03-Sep-2020	Appro			3C, Investigator	Mouse			
	TESTING	10.0	12-Jun-2020	12-Jun-2020	Admin at			Edit comment		3C, Investigator	Mouse	
	TESTING	9.0	12-Jun-2020	12-Jun-2020	Amenc Ø			3C, Investigator	Mouse			
	TESTING	8.0	12-Jun-2020	12-Jun-2020	Appro ^v 🧲			3C, Investigator	Mouse			
	TESTING	7.0	12-Jun-2020	12-Jun-2020	IACU Admi at	IACUC Administ Review	rative	Or	Or, 2) Go back (using the back button on			
	TESTING	6.0	12-Jun-2020	12-Jun-2020	Ament T	The Section Sc, Inv			k@lab) a	and select from the Context		
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								cli	ck "IAC	UC Administrative Review"		

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d 2201 201 tr 2201	Comment:							
22: J 20: J tr 22: J 20: J 20: J 20: J	Effective d	ate*:	21-Aug-2020	3				
22 ⁻ Jul 2020	-							
Closed	22-Jul- 2020	21-Jul- 2021			22-Jul- 2020	22-Jul- 2020	Closed	2
Initiated	09-Jun-				10-Jun-	10-Jun-	Administr	ative 1

Please include a comment that briefly summarizes proposed changes (E.g., add personnel, or modify procedures, etc.) and click "Ok."

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AUP-20-05	TESTING		09-Ju	09-Jun-2020		03-Sep-20	020 10-Ju	This is how your amendment will look like in your	
								"Protocols in review" filter after it has been submitted to	
Documents/Versions in File					_			workflow. Please note that amendments (modifications)	
Document title	Version	Last document change	Last document checkout	Docu statu	ment ocur s tatu:	nent P s change	Principal inv	and Annual Review that have not been approved can be	
TESTING	13.0	03-Sep-2020	03-Sep-202	IACU Admin at	C nistr 3-Se	ep-2020 I	ACUC-IBC, I	found on the "Approved Protocols" filter and in "Pending	
TESTING	11.0	03-Sep-2020	03-Sep-202	0 Appro	oved 12-Ju	ın-2020 I	ACUC-IBC, I	m Protocols.	

Your Amendment has been submitted to workflow for IACUC Review

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How to Revise a Submitted Amendment

Returned to you for Revision



Once your amendment goes to the IACUC for review, one of the following will happen:

- Approved by the IACUC Administrative Review
- Referred to a Designated IACUC Member for review
- Referred to the Full Committee
- Returned to you For Revisions.

AUP-20-05	TESTING		09-Jun	·2020 A	mendme t	03-Sep-2	2020 10-Jun-202	3 For (IA	Revision CUC CO)	03-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator
Documents/Versions in File												
Document title	Version	Last document change	Last document checkout	Docume status	ent ast ocun tatus	nent 5 change	Principal investiga	tor	Species	Checked-out	by	
TESTING	14.0	03-Sep-2020	03-Sep-202	For Revisio (IAC	n 3-Se	ep-2020	IACUC-IBC, Invest	igator	Mouse			
TESTING	11.0	03-Sep-2020	03-Sep-2020	Approv	ed 12-Ju	ın-2020	IACUC-IBC, Inves	igator	Mouse			

If your amendment application gets returned to you for revisions:

- You will get an email that Review comments need to be addressed and the amendment needs to be revised.
- Requested revisions, approval notices, and renewal reminders will also be sent by email to you as PI.

	AUP-20-05	TESTING		09-Jun-	2020	Ame nt	ndme 03-Sep	·2020 1	LO-Jun-2023	For F (IAC	Re\ :UC	
	Documents/Versions in File											
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	TESTING	14.0	03-Sep-2020	03-S	ep-2020	For Revisio (IAC		Open documen	tacuc	TPC, Investig	ator	м
	TESTING	11.0	03-Sep-2020	03-S	ep-2020	Approv		Print PDF	-	C, Investig	ator	м
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	AUP-20-02				26-Apr-	2020	M	Add attachmen	t		Admi	ini: ew
-	AUP-20-01				13-Apr-	2020	∋	Check-out docu	ument		Desi Mem	gna Ibe
	AUP-19-45				18-Dec-	2019	3	IACUC Adminis Review	trative		For F (IAC	Re\ CUC
-	AUP-19-44				16-Dec-	2019	3	Withdrawn			Desi	gna Ibe
-	AUP-19-43				13-Dec-	2019	3	Closed			Desi Mem	gni Ibe
221	S1 Rutton8' ")				05 0	2010	ter te te		2010		Desi	gna

- In order to make changes to a document in Tick@lab you need to check-out the document first. During the time a document is checked-out, no other person can access your document (Other team members, IACUC Co, and/or Reviewer).
- Right-click on the document and select "check-out document."

Remember, only one person at a time can work on an application.

• Others can view in read-only mode, while the document is checked-out.

Checked-in (operational mode): Means it is available to see and edit.

	AUP-20	-05	TESTING		09-Jun-20	020 Amend nt	me 03-Sep-2	020 10-Jun-2023	For Revision (IACUC CO)	03-S	Gep-2020	10-Jun-2020	IACUC-IBC, Investigator	14.0	
	Document	s/Versions in File													
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	Docu	ment title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigate	o r Specie	es C	Checked-ou	ıt by			
	🔁 1 S Т	ING	14.0	03-Sep-2020	04-Sep-2020	For Revision (IAC	03-Sep-2020	IACUC-IBC, Investi	gator Mouse	e I	IACUC IRB	IBC, Administr	ator		
┞	ST	ING	11.0	03-Sep-2020	03-Sep-2020	Approved	12-Jun-2020	IACUC-IBC, Investi	gator Mouse	e -					

Checked-out (read-only mode): Means someone is working on the document.

	AUP-20-05	TESTING		09-Jun-2	020 Ameno	dme 03-Sep-2	10-Jun-2023	For Revis (IACUC C	sion 03 CO) 03	3-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	14.0	
	Documents/Versions in File													
	Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigato	or Sp	ecies	Checked-or	ut by			
G	TESTING	14.0	03-Sep-2020	04-Sep-2020	For Revision (IAC	03-Sep-2020	IACUC-IBC, Investig	jator Mo	ouse	IACUC IRB	IBC, Administr	ator		
	TESTING	11.0	03-Sep-2020	03-Sep-2020	Approved	12-Jun-2020	IACUC-IBC, Investig	jator Mo	ouse					

Once you have checked-out the Amendment application, then you can navigate all the revisions requested by using the review button

AUP: AUP-20-05 "TESTI	ING ", (v.14.0), Amendment/F	or Revision (IACU	ic co)						
← Back to overview	🖄 Review	Attachments	Action	~	Workflow					
General Information										
Personnel	Complet	e this tab only when	an approved protocol	is submitted with ar	mendments (including amendr					
Species		MENT								
Study Grouping	This p	age is a checklist to	help IACUC reviewers.	Amendments need	to be made directly in their re					
Number of Animals		-								
Procedures	I hav	e made the followin	g changes to this prot	ocol on the affected	tabs:					
Procedures Training Verification		Removed personnel								
Anesthesia/Analgesia										
General Training		Added a species								
Protocol/Forms Links		Changed animal numbers for an existing species								
Rationale/Alternatives		Added a test substance								
Animal Husbandry/Housing										
Safety & Hazards		Changed experimer	ital procedures							
Transportation		Changed Euthanasia	a methods							
Field Studies		Changed Pain/distr	ess classification							
Teaching Protocol		Changed the overall aim or objective of the protocol								
Amendment		Changed housing re	quirements for the ar	imals						

Click on "Review" button to see all feedback from the reviewer.

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AUP: AUP-20-05 "TESTING	", (v.14.0), Amendment/For Rev	vision (IACUC CO)	
← Back to overview	Review 🥒 Attachments 💽 A	Action V Workflow	~
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Personnel	🔽 🔒 🛥 https://lar-tes	st. test-utrgv.net /tickatlab_test/popup.aspx?Co	mmld=1 67% ···· 🖾 ✿ Ξ
Species			Close window 🗙 🔦
Study Grouping Number of Animals	AUP Review: AUP-20-05 "	'TESTING ", (v.14.0), Amendment/For Revision (IAC	UC co)
Procedures Procedures Training Verification Anesthesia	All	+ Start New Topic Subject Amendment	Responses Started on 1 03- Sep-2020
Trotocol/F ationale/, left on all tab	s, instead of tab to tab.		11:45
Fransportation	Verification		
Field Studies	Anesthesia/Analgesia		To open the feedback
Feaching Protocol	Protocol/Forms Links		items double click on
PI Certification	Rationale/Alternatives		subject
Amendment	Animal Husbandry/Housing	•	

- As illustrated in the red box above, you will find a list of items requested by reviewers for the entire protocol.
- To respond to the feedback, please click on each topic under the "Subject" column to open a popop to respond.

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a test argv.net/ tekatia	ib_test/popup.us	px:commu= 11022757430			Classic	
					Close wir	
AUP Review: AUP-20-05	"TESTING ", (V	.14.0), Amendment/For	Revision (IACUC CO)			
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Personnel		·				
Species	Tab	Subject	Author	Responses	Started on	
Study Grouping	Amendment	Amendment	IRB, IACUC, IBC, LAR,	3	21-Aug-2020 12:12	A 🗇
Number of Animals			Training Coordinator			
Procedures						
Procedures Training /erification						
Anesthesia/Analgesia						
General Training						
Protocol/Forms Links						
Rationale/Alternatives						
Animal Husbandry/Housing						
Safety & Hazards						
Fransportation						
Field Studies						
Feaching Protocol						
PI Certification						
Amendment						

- After reviewing and addressing all items, click "close window".
- Every time a researcher makes modification to a form a new version is activated in the system. The creation of versions allows the IACUC Coordinator and Committee Members to streamline the review by conducting automatic comparisons among versions.

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Resubmitting an Amendment

Submitting back to Workflow, after making required revisions

You have two options to submit your Revised Protocols back to Workflow.

Option #1:

AUP: AUP-20-05 "TEST	ING ", (v.14.0), Amendment/For Revision (IACUC CO)										
← Back to overview	🗹 Review 🖉 Attachments 💽 Action 🗸 🗸	🖸 Workflow 🗸	•								
General Information		E IACUC Administrative Review									
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Personnei	complete this tab only when an approved protocons submitted with a	F Closed	icceu as pare of	1 Olial "Wayleflow" and calcot							
Species	B AMENDMENT			1. Olick worknow and select							
Study Grouping	This page is a checklist to help IACUC reviewers. Amendments need to be made directly in their respective tabs on the left a Roviouv" from the context how										
Number of Animals			_	Neview Homene Context Dox							
Procedures	I have made the following changes to this protocol on the affected	l tabs:									
Procedures Training	Added personnel										

1. What are you changing or adding?		
Consent form		
Advertisements		
Questionnaire/Survey Comment:		
Interview/Focus Group		
Letter(s) of permission Effective date	*: 21-Aug-2020 🗰	
IRB approvals other than this institution'	≮ Cancel	
Adding a site or location		
Change of Personnel (addition/removal)		
Other	Please write a comment inside the text	
	box, after that please click "Ok"	

Please use this box to communicate with the next Workflow user.

Option #2:

IRB: IRB-20-0228 "Training	Materials", (v.10.0), Amendment/IRBCO Administrative Review
← Back to overview	iew Attachments Action V & Workflow V
RB Review	
ersonnel	this tab only when an approved human subject's research project is submitted with amendments (including amendments submitted a
roject Information	AMEN
eneral Information 🧖 Afte	r closing the "Review" window, please click "Back"
uman Subjects Information	
ecruitment	1. What are you changing or adding?
rotection Of Data	Consent form
isks and Benefits	Advertisements
iformed Consent	Questionnaire/Survey
IPAA	Interview/Focus Group
raining	Letter(s) of permission
rotocol/Forms Links I Assurance Statement	IRB approvals other than this institution's IRB
mendment	Adding a site or location

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5	AL	JP-20-05		TESTING				09-Jun-2020 Amendme 03-Sep-2020 10-					0-Jun-2023)-Jun-2023 For Revision (IACUC CO)			10-Jun-2020
	Doci	uments/Versior	ns in File														
	Document tit		e	Last Version document change		Last doct che	Last document checkout		ment s	Last docume status c	nt hange	Princip	oal investigat	or	Species	Checked-	out by
	⋺	TESTING		14.0	03-Sep-2020	04-:	Sep-2020	For Revis (IAC	10	Open doci	ument		IBC, Investi	gator	Mouse	IACUC IF	B IBC, Adminis
		TESTING		11.0	03-Sep-2020	03-	Sep-2020	Appr	÷ P	Print PDF			IBC, Investi	gator	Mouse		
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-	AL	JP-20-02					26-Apr-2	020	01	Add attacl	hment			IACUO Admin Revie	: iistrative w	22-Jun-2020	
5	AL	JP-20-01					13-Apr-2	020	ξ¢	Check-in (docume	nt		Desig Memb	nated er Review	09-May-2020)
-	AL	JP-19-45					18-Dec-2	019	\mathbb{P}_{p}^{1}	IACUC Ad Review	ministra	ative		For Re (IACU	evision IC CO)	09-Mar-2020	
-	AL	JP-19-44				1	16-Dec-2	019	3.	Withdraw	'n			Desig Memb	nated er Review	14-Aug-2020	
-	AL	JP-19-43					13-		Ъ	Closed				Desig Memb	nated er Review	20-Dec-2019	
-	AL	JP-19-42							Initia	ited 05	i-Dec-2	019		Desig Memb	nated er Review	20-Mar-2020	
-	AL	JP-19-38			nemic P			9	Initia	ited 23	8-0ct-2	019		For Re (IACU	evision IC CO)	31-Oct-2019	
	AL	JP-19-37	Righ Revi	t click ew".	on docu	me	ent an	ıd s	ele	ct "IA	4CU	C C	O Adm	inis	trativ	e ^a	

1	2020		2020				2020	2020			2020		
1	17-Aug- 2020	Disapprov ed	17-Aug- 2020				17-Aug- 2020	17-Aug- 2020	Disap	proved	17-Aug- 2020		IRB, Inv
1	17-Aug- 2020	Closed	17-Aug- 2020				17-Aug- 2020	17-Aug- 2020	Close	d	17-Aug- 2020		IRB, Inv
	17-Aug- 2020	Amondmo nt	21-840-	17-Aug-			21-Aug-	21-Aug-		iment	21-Aug- 2020	17-Aug- 20 <mark>20</mark>	IRB, Inv
5 1 1	17-Aug- 2020	Approve	Comment:							/ed	17-Aug- 2020	17 <mark>-Aug- 20</mark> 20	IRB, Inv
1	17-Aug- 2020	Initiate									17-Aug- 2020		Fernand
	22-Jul- 2020	Initiate									22-Jul- 2020		IACUC I Adminis
)	22-Jul- 2020	Disappr ed	Effective da	ate*: 2	21-Aug-2	2020 🛗				roved	17-Aug- 2020	17 <mark>-</mark> Aug- 2020	IRB, Inv
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ıment	Documer	Last documen	It Principa	l investigate	or	7							
kout Nug- D		change 21-Aug- 2020				Please	write a	com	ner	nt ins	side th	ne tex	t
Aug- 0	IRBCO Administ	r 21-Aug- 2020	IRB, Inv	estigator		dox, af	ter that	; piea	se c	IICK	UK		

Please use this box to communicate with the next Workflow user

Once your revisions are completed and received, your submission will be revisited. It may be approved after that, depending on where it is in the workflow. If your revisions are not sufficient or something was missed, the protocol will be pushed back to you for revision.

Operation between multiple selections within the same criterion: OR													
My Filter Sets: Approved	l protocols (For all users)	- B]										
✓ File-General ✓ File	e-History			1									
Approved Projects are located under the													
+ New T Export to Excel													
Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.													
No. of entries: 28													
≪ < 1 2 > ≫ AUP#	File title	File created Fi	ile status	Last file status change	Expiration date	Current document status/progress	Last document status change	1st approved	Principal investigator	Version			
🗎 AUP-20-05	TESTING	09-Jun-2020 A	Approved (04-Sep-2020	10-Jun-2023	Approved	04-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	16.0			
Documents/Versions in File Document title Last document Last document Document status status Last document Document status Principal investigator Species Checked-out by													
TESTING	16.0 04-Sep-2020 04-S	Sep-2020 Approve	ed 04-Sep	-2020 IACU	C-IBC, Investig	ator Mouse							
L	testing new build with added								TACHC-TRC				

Once approved, you will receive an email notification and your amendment will disappear from the 'Pending Protocols' list.

This is how your approved amendment will look like on Tick@lab, Approved Protocols filter

Ope	Operation between multiple selections within the same criterion: OR													
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*****Amendment has been APPROVED*****

How to Submit an Annual Review

Submission Steps

The PI will get an email approximately 90, 60 & 30 days before the scheduled expiration date and he/she will be notified that an Annual Review is required.

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	AUP-20-05	TESTING	09-Jun-2020	Approved	04-Sep-2020	10-Jun-2023	Approved	04-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	16.0		

- For this process you are going to access to your approved protocol by selecting "Approved Protocols" on My Filter Sets
- Expand your files to access your approved protocols file.
- Double click on any part of the projects main information to open Documents/Versions in File

My Filter Sets:	Approved protocols (For all users)	ā
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Now you will see that an additional document version is created.

AUP: AUP-20-05 "TES	TING ", (v.17.	.0), Annual Review	Annual Review		
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ersonnel	Comple	ete this tab only when a	a Save	inual Re	Action button
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udy Grouping	Fede	eral regulations require	S Compare version	reviewe	d annually.
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eld Studies		Cliate and "A a	»+-1		
eaching Protocol		and answer	the questions		
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ACUC Review		Yes			
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AUP: AUP-20-05 "TESTING ", (v.17.0), Annual Review/Annual Review

← Back to overview	Review Attachments
General Information	→ Save & Check-in
Personnel	Complete this tab only when a rulal Review.
Species	Save New Version
Study Grouping	Federal regulations require Scompare version reviewed annually.
Number of Animals	⊘ Validate & Save
Procedures	Is the study active?
Procedures Training	Yes
Verification	• Save all changes Remember you can save by clicking
Anestnesia/Anaigesia	
General Training	bo you need to m any of the "Action" buttons at any time
Protocol/Forms Links	• Note, you have 3 ways to save forms:
Rationale/Alternatives	1. Save and Check-In: saves the file and checks the
Animal Husbandry/Housing	document in so that another person could check it
Safety & Hazards	Provide a brief su out and edit it
Transportation	If you use the Anir For any researcher 9 Correct active to do current and allowing you to be an
Field Studies	Answer 2. Save: saves the document and allows you to keep
Teaching Protocol	working on it.
PI Certification	3. Save New Version: saves a separate and new
Amendment	version of the file (duplicate).

I have reviewed and updated the training records for all personnel listed on this protocol.

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Annual Review

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AUP: AUP-20-05 "TESTING ", (v.17.0), Annual Review/Annual Review Back to overview Back Review Attachments Action \sim Workflow \sim **T+ IACUC Administrative Review General Information** Complete this tab only when an approved protocol is submitted for Annu Personnel ⊡- CI Species ANNUAL REVIEW To submit an Annual Review to Study Grouping Federal regulations require all animal care and use protocols to be re workflow you have 2 options: 1) Click Number of Animals Is the study active? Procedures on "Workflow" and select "IACUC Yes Procedures Training Administrative Review" Verification O No Anesthesia/Analgesia General Training Do you need to make any amendments? Protocol/Forms Links \bigcirc No Rationale/Alternatives Yes - please review and complete the Amendment Tab Animal Husbandry/Housing Safety & Hazards Provide a brief summary of the study to date, including 1) any unexpected findings and 2) list the remaining number of animals per species on th If you use the Animal Management module, this information may be obtained from tick@lab (right click on the File and select "Edit File" and animal usage is dis Transportation For any researchers not using the Animal Managment portion of the software, you will need to provide these numbers, calculated since the last protocol approv Field Studies Answer **Teaching Protocol** PI Certification Amendment Annual Review I have reviewed and updated the training records for all personnel listed on this protocol.

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.



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proved	22-Jul- 2020	22-Jul- 2120		22-Jul- 2020	22-Jul- 2020	Appro	ved	22-J 202

You may leave a comment (e.g., submitting my annual review for this study) and click "Ok."

<u>This is how your Annual Review will look like under the IACUC, Approved</u> <u>Protocols filter after it has been submitted to workflow.</u>

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.



Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

No. of entries: 28

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	AUP#	File title	File created	File status	Last file status change	Expiration date	Current document status/progress	Last document status change	1st approved	Principal investigator	Version	
-	AUP-20-05	TESTING	09-Jun-2020	Annual Review	04-Sep-2020	10-Jun-2023	IACUC Administrative Review	04-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	18.0	

Documents/Versions in File

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TESTING	16.0	04-Sep-2020	04-Sep-2020	Approved	04-Sep-2020	IACUC-IBC, Investigator	Mouse		

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Your Annual Review has been submitted to workflow for IACUC Review

How to Revise a Submitted Annual Review

Returned to you for Revision

Once your Annual Review goes to the IACUC CO for review, one of the following will happen:

- Approved by IACUC CO (aka IACUC Coordinators)
- Referred to a Designated IACUC Member for review aka (DMR)
- Referred to the Full Committee Review
- Returned to you For Revisions

CLICK	CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.													
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D	ocuments/Versions in File													
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	TESTING	16.0	04-Sep-2020	04-Sep-2020	Approved	04-Sep-	-2020 IACU	C-IBC, Investiga	tor Mouse					

If your annual review application gets returned to you for revisions:

- You will get an email that Review comments need to be addressed and the annual review needs to be revised.
- Requested revisions, approval notices, and renewal reminders will also be sent by email to you as PI.

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

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- In order to make changes to a document in Tick@lab you need to check-out the document first. During the time a document is checked-out, no other person can access your document (Other team members, IACUC, and/or DMR).
- Right-click on the document and select "check-out document."

Remember, only one person at a time can work on an application.

• Others can view in read-only mode, while the document is checked-out.

Checked-in (operational mode): Means it is available to see and edit.

	AUP-20-05	TESTING		09-Jun-2	020 Amenont	dme 03-Sep-2	2020 10-Jun-2023 ^F (For Revision IACUC CO)	03-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	14.0	
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	STING	11.0	03-Sep-2020	03-Sep-2020	Approved	12-Jun-2020	IACUC-IBC, Investiga	itor Mouse					

Checked-out (read-only mode): Means someone is working on the document.

	AUP-20-05	TESTING		09-Jun-2	020 Amene	ime 03-Sep-2	020 10-Jun-2023	For Revision (IACUC CO)	03-Sep-202	0 10-Jun-2020	IACUC-IBC, Investigator	14.0	
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	TESTING	11.0	03-Sep-2020	03-Sep-2020	Approved	12-Jun-2020	IACUC-IBC, Investig	ator Mous	e				

Once you have checked-out the annual review, then you can navigate all the revisions requested by using the review button

AUP: AUP-20-05 "TEST	ING ", (v.19.0), Annual Review/For Revision (IACUC CO)
← Back to overview	Review Attachments Action Workflow
General Information	
Personnel	Complete this tab only when an approved protocol is submitted for Annual Review.
Species	ANNUAL REVIEW
Study Grouping	Federal regulations require all animal care and use protocols to be reviewed annually.
Number of Animals	
Procedures	Is the study active?
Procedures Training Verification	Yes
Anesthesia/Analgesia	No
General Training	Do you need to make any amendments?
Protocol/Forms Links	No
Rationale/Alternatives	Vec – please review and complete the Amendment Tab
Animal Husbandry/Housing	O res please review and complete die Ameridanent rap
Safety & Hazards	Provide a brief summary of the study to date, including 1) any unexpected findings and 2) list the remaining number of animals per species
Transportation	If you use the Animal Management module, this information may be obtained from tick@lab (right click on the File and select "Edit File" and animal usag For any researchers not using the Animal Managment portion of the software, you will need to provide these numbers, calculated since the last protocol
Field Studies	Answer
Teaching Protocol	
PI Certification	
Amendment	
Annual Review	I have reviewed and updated the training records for all personnel listed on this protocol.

Click on "Review" button to see all feedback from the reviewer.



- As illustrated in the red box above, you will find a list of items requested by reviewers for the entire protocol.
- To respond to the feedback, please click on each topic under the "Subject" column to open a popop to respond.

The University of Texas Rio Grande Valley



If a document has to be uploaded as a response, you must go back to the "attachments" tab and upload the document in the respective section.

					Close v	vindow 🗲
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Animal Husbandry/Housing						
Safety & Hazards						
Transportation						
Field Studies						
Teaching Protocol						
PI Certification						
Amendment						

- After reviewing and addressing all items, click "close window".
- Every time a researcher makes modification to a form a new version is activated in the system. The creation of versions allows the IACUC Coordinator and Committee Members to streamline the review by conducting automatic comparisons among versions.

Resubmitting an Annual Review

Submitting back to Workflow, after making required revisions



You have two options to submit your Revised Protocols back to Workflow.

Option #1:

AUP: AUP-20-05 "TESTING ", (v.19.0), Annual Review/For Revision (IACUC CO)
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← Back to overview	Review Attachments Action Workflow V													
General Information	IACUC Administrative Review													
Personnel	Complete this tab only when an approved protocol is submitted for Annual ed													
Species	ANNUAL RE 1. Click "Workflow" and select													
Study Grouping	Federal re "IACUC Administrative													
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Procedures	Is the study acuve:													
Procedures Training	Yes													
verification	No													
Anesthesia/Analgesia														
General Training	Do you need to make any amendments?													

Irbp.Amendment.HelpText.Label	
1. What are you changing or adding?	
Consent form	
Advertisements	
Questionnaire/Survey Comme	ent:
Interview/Focus Group	
Letter(s) of permission	ve date*: 21-Aug-2020
IRB approvals other than this institution'	k X Cancel
Adding a site or location	
Change of Personnel (addition/removal)	
Other	You may leave a comment inside the text
	box, after that please click "Ok"

Please use this box to communicate with the next Workflow user.

Option #2:

AUP: AUP-20-05 "TESTING ", (v.19.0), Annual Review/For Revision (IACUC CO)

← Back to overview	
General Information	
Personnel	Complete enproved protocol is submitted for Annual Review.
Species	After closing the "Review" window, please click "Back"
Study Grouping	Federal regulations require all animal care and use protocols to be reviewed annually.
Number of Animals	
Procedures	Is the study active?
Procedures Training	Yes
Verification	No
Anesthesia/Analgesia	
General Training	Do you need to make any amendments?

■ CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

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Please use this box to communicate with the next Workflow user

RioGrande Valley Once your revisions are completed and received, your submission will be revisited. It may be approved after that, depending on where it is in the workflow. If your revisions are not sufficient or something was missed, the annual review will be pushed back to you for revision.

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Once approved, you will receive an email notification and your continuation review will disappear from the 'Pending Protocols' filter.

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Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

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	TES	TING	21.0	04-Sep-2020	04-Sep-2020	Approv	ved 04-Se	p-2020	IACUC	-IBC, Investiga	tor Mouse					
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*****Your Annual Review has been APPROVED*****