

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 [Tick@Lab](#).

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 iacuc@utrgv.edu

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

After Login in to Tick@lab,

The screenshot displays the Tick@lab dashboard. On the left is a dark sidebar with navigation links: Home, Protocols, Compliance Support, Tasks, Reports, Switch to mobile, Help, and UTRGV Research Compliance. Below these is a user profile section for 'tick@lab' with system information and a session expiration timer. The main content area features four large horizontal panels: PROTOCOLS (with a red box around the 'AUP' button), COMPLIANCE SUPPORT (with a 'Meeting Minutes' button), TASKS (with a 'Tasks' button), and REPORTS (with 'CUSTOM REPORTS' and 'Custom Report' buttons). A red callout box with a white background and a red border points to the 'AUP' button, containing the text: '1. Select "Protocol" and select the designated committee.'

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 | Reset filter

Hide | Show

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) [Save] [Delete]

File-General | File-History

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

+ New | 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	File status	Last file status change	Expiration date	Current document status/progress	Last document status change	1st approved	Principal investigator	Version
[Folder]	AUP-20-05	TESTING	09-Jun-2020	Approved	12-Jun-2020	10-Jun-2023	Approved	12-Jun-2020	10-Jun-2020	IACUC-IBC, Investigator	11.0
[Folder]	AUP-20-04	testing new bands with added colo...	08-Jun-2020	Approved	12-Jun-2020	09-Jun-2023	Approved	12-Jun-2020	08-Jun-2020	IACUC-IBC, Investigator	10.0

For this process you are going to access your project by selecting "Approved Protocols" on My Filter Sets.

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.

+ New 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	File status	Last status change	Document status/progress	Last document status change	1st approved	Principal investigator	Version
AUP-20-05			Approved	12-Jun-2020	Approved	12-Jun-2020	10-Jun-2020	IACUC-IBC, Investigator	11.0

- Open document
- Print PDF
- Edit comment
- Add attachment
- Expired
- Suspended
- Terminated
- Annual Review
- Amendment

Right click on document to see the context menu.

Select Amendment

Documents/Versions in file

Document title	Version	Last document	Last document	Document status	Investigator	Species	Checked-out by
TESTING	11.0	12-Jun-2020	12-Jun-2020	Approved	IACUC-IBC, Investigator	Mouse	---

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

	Last file			Last	Last	Current		Last
le sta							nt progress	doc stat
itiati							wn	17-/
osed								17-/
sapp							oved	17-/
osed								17-/
pprov							ed	17-/
pprov	2020	2021		2020	2020		ed	17-/
itiated	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020		Draft	17-/
itiated	22-Jul-2020	---	---	22-Jul-2020	22-Jul-2020		Draft	22-/
sapprov	17-Aug-2020	16-Aug-2021	---	17-Aug-2020	17-Aug-2020		Disapproved	17-/
pprov	22-Jul-2020	22-Jul-2120	---	22-Jul-2020	22-Jul-2020		Approved	22-/

Comment:

Effective date*:

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

My Filter Sets: Protocols in review (For all users)

File-General File-History Document

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

+ New 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: 42

<< < 1 2 > >>

	AUP#	File created	File status	Last file status change	Expiration date	Current document status/progress	Last document status change	1st approved	Principal investigator	Version
	AUP-20-0	03-Sep-2020	Initiated	03-Sep-2020	---	Draft	03-Sep-2020	---	IACUC IRB IBC, Administrator	1.0
	AUP-20-0	09-Jun-2020	Amendment	03-Sep-2020	10-Jun-2023	Amendment	03-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	12.0

Documents/

- Open document
- Print PDF
- Edit comment
- Add attachment
- Check-out document
- IACUC Administrative Review
- Closed

Document	Document status	Last document status change	Principal investigator	Species	Checked-out by
TESTING	Amendment			Mouse	---
TESTING				Mouse	---

To submit an amendment, you will need to right click on the new version and select "Check-out document."

	AUP-20-05	TESTING	09-Jun-2020	Amendment	03-Sep-2020	10-Jun-2023	Amendment	03-Sep-2020	10-Jun-2020
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Documents/Versions in File

	Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked out by
	TESTING	1		2020	Amendment	03-Sep-2020	IACUC-IBC, Investigator	Mouse	IACUC
	TESTING	1		2020				Mouse	---

Open document

Print PDF

Edit comment

After checking the document out, please right click and select "Open document."

	AUP 20 05	A targete	Initiated	26-Apr-	IACUC	Administrative	03 Jun 2020
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General Information	<p>Complete this tab only when an approved protocol is submitted with amendments (including amendments submitted as part of an Annual Review).</p> <p>AMENDMENT</p> <p>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.</p> <p>I have made the following changes to this protocol on the affected tabs:</p> <p><input type="checkbox"/> Added personnel</p> <p><input type="checkbox"/> Removed personnel</p> <p><input type="checkbox"/> Added a species</p> <p><input type="checkbox"/> Changed animal numbers for an existing species</p> <p><input type="checkbox"/> Added a test substance</p> <p><input type="checkbox"/> Changed experimental procedures</p> <p><input type="checkbox"/> Change</p> <p><input type="checkbox"/> Change</p> <p><input type="checkbox"/> Change</p> <p><input type="checkbox"/> Changed housing requirements for the animals</p> <p><input type="checkbox"/> Changed hazards</p>
Personnel	
Species	
Study Grouping	
Number of Animals	
Procedures	
Procedures Training Verification	
Anesthesia/Analgesia	
General Training	
Protocol/Forms Links	
Rationale/Alternatives	
Animal Husbandry/Housing	
Safety & Hazards	
Transportation	
Field Studies	
Teaching Protocol	
PI Certification	
Amendment	

Click on the "Amendment" tab and answer the questions.

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 Review Attachments **Action** Workflow

→ Save & Check-in

Save

Save New Version

Print PDF

Compare version

Complete this tab only when

AMENDMENT

This page is a

Save all changes. Remember you can save by clicking any of the “Action” buttons at any time.

Changed animal numbers for an existing species

Added a test substance

Changed experimental procedures

Changed Euthanasia methods

Changed Pain/distress classification

Changed the overall aim or objective of the protocol

Changed housing requirements for the animals

- 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:
 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

Workflow

IACUC Administrative Review

Close

Complete this tab only when an approved protocol is submitted with am... (itted as part of an Annual Review).

AMENDMENT

This page is a checklist to help IACUC reviewers. Amendments need t...

I have made the following changes to this protocol on the affected tabs:

Added personnel

Removed personnel

Added a species

Changed animal numbers for an existing species

Added a test substance

To submit a protocol amendment (modification) to workflow you have 2 options:
1) Click on "Workflow" and select "IACUC Administrative Review"

General Information

Personnel

Species

Study Grouping

Number of Animals

Procedures

Procedures Training
Verification

Anesthesia/Analgesia

General Training

Protocol/Forms Links

Rationale/Alternatives

Animal Husbandry/Housing

	AUP-20-05	TESTING	09-Jun-2020	Amendment	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	Principal investigator	Species	Checked-out by
	TESTING	12.0	03-Sep-2020	03-Sep-2020	Amendment	03-Sep-2020	IACUC-IBC, Investigator	Mouse	IACUC IRB IBC, Administrator
	TESTING	11.0	03-Sep-2020	03-Sep-2020	Approved	03-Sep-2020	IACUC-IBC, Investigator	Mouse	---
	TESTING	10.0	12-Jun-2020	12-Jun-2020	IACUC Administrative	12-Jun-2020	IACUC-IBC, Investigator	Mouse	---
	TESTING	9.0	12-Jun-2020	12-Jun-2020	Amendment	12-Jun-2020	IACUC-IBC, Investigator	Mouse	---
	TESTING	8.0	12-Jun-2020	12-Jun-2020	Approved	12-Jun-2020	IACUC-IBC, Investigator	Mouse	---
	TESTING	7.0	12-Jun-2020	12-Jun-2020	IACUC Administrative	12-Jun-2020	IACUC-IBC, Investigator	Mouse	---
	TESTING	6.0	12-Jun-2020	12-Jun-2020	Amendment	12-Jun-2020	IACUC-IBC, Investigator	Mouse	---
	TESTING	5.0	12-Jun-2020	12-Jun-2020	Approved	10-Jun-2020	IACUC-IBC, Investigator	Mouse	---

- Open document
- Print PDF
- Edit comment
- Add attachment
- Check-in document
- IACUC Administrative Review
- Closed

Or, 2) Go back (using the back button on tick@lab) and select from the Context menu of your amendment version and click "IACUC Administrative Review"

Comment:

Effective date*: 21-Aug-2020

✓ Ok ✕ Cancel

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

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator
TESTING	13.0	03-Sep-2020	03-Sep-2020	IACUC Administrat...	03-Sep-2020	IACUC-IBC, Inv...
TESTING	11.0	03-Sep-2020	03-Sep-2020	Approved	12-Jun-2020	IACUC-IBC, Inv...

This is how your amendment will look like in your “Protocols in review” filter after it has been submitted to workflow. Please note that amendments (modifications) and Annual Review that have not been approved can be found on the “Approved Protocols” filter and in “Pending Protocols.”

Your Amendment has been submitted to workflow for IACUC Review

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	Amendment	03-Sep-2020	10-Jun-2023	For Revision (IACUC CO)	03-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator
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Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by
TESTING	14.0	03-Sep-2020	03-Sep-2020	For Revision (IACUC CO)	03-Sep-2020	IACUC-IBC, Investigator	Mouse	---
TESTING	11.0	03-Sep-2020	03-Sep-2020	Approved	12-Jun-2020	IACUC-IBC, Investigator	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.

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator
TESTING	14.0	03-Sep-2020	03-Sep-2020	For Revision (IACUC)	03-Sep-2020	IACUC IBC, Investigator
TESTING	11.0	03-Sep-2020	03-Sep-2020	Approved		IACUC IBC, Investigator

AUP-20-02			26-Apr-2020			IACUC Administrative Review
AUP-20-01			13-Apr-2020			Designated Member
AUP-19-45			18-Dec-2019			For Revision (IACUC)
AUP-19-44			16-Dec-2019			Designated Member
AUP-19-43			13-Dec-2019			Designated Member

- Open document
- Print PDF
- Edit comment
- Add attachment
- Check-out document**
- IACUC Administrative Review
- Withdrawn
- Closed

- 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-2020	Amendment	03-Sep-2020	10-Jun-2023	For Revision (IACUC CO)	03-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	14.0	
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Documents/Versions in File

	Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by
	TESTING	14.0	03-Sep-2020	04-Sep-2020	For Revision (IACUC...)	03-Sep-2020	IACUC-IBC, Investigator	Mouse	IACUC IRB IBC, Administrator
	TESTING	11.0	03-Sep-2020	03-Sep-2020	Approved	12-Jun-2020	IACUC-IBC, Investigator	Mouse	---

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

	AUP-20-05	TESTING	09-Jun-2020	Amendment	03-Sep-2020	10-Jun-2023	For Revision (IACUC CO)	03-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	14.0	
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Documents/Versions in File

	Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by
	TESTING	14.0	03-Sep-2020	04-Sep-2020	For Revision (IACUC...)	03-Sep-2020	IACUC-IBC, Investigator	Mouse	IACUC IRB IBC, Administrator
	TESTING	11.0	03-Sep-2020	03-Sep-2020	Approved	12-Jun-2020	IACUC-IBC, Investigator	Mouse	---

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

The screenshot displays the IACUC CO application interface. At the top, the title reads "AUP: AUP-20-05 'TESTING ', (v.14.0), Amendment/For Revision (IACUC CO)". Below the title, there are navigation buttons: "Back to overview", "Review" (highlighted with a red box), "Attachments", "Action" (with a dropdown arrow), and "Workflow".

On the left side, there is a vertical menu with various categories. The "Amendment" category at the bottom is highlighted with a red box. Other categories include General Information, Personnel, Species, Study Grouping, Number of Animals, Procedures, Procedures Training Verification, Anesthesia/Analgesia, General Training, Protocol/Forms Links, Rationale/Alternatives, Animal Husbandry/Housing, Safety & Hazards, Transportation, Field Studies, and Teaching Protocol.

The main content area shows a section titled "AMENDMENT" with a sub-header: "Complete this tab only when an approved protocol is submitted with amendments (including amendr...". Below this, there is a checklist titled "I have made the following changes to this protocol on the affected tabs:" with the following items:

- Added personnel
- Removed personnel
- Added a species
- Changed animal numbers for an existing species
- Added a test substance
- Changed experimental procedures
- Changed Euthanasia methods
- Changed Pain/distress classification
- Changed the overall aim or objective of the protocol
- Changed housing requirements for the animals

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

AUP: AUP-20-05 "TESTING ", (v.14.0), Amendment/For Revision (IACUC CO)

← Back to overview Review Attachments Action Workflow

General Information
Personnel
Species
Study Grouping
Number of Animals
Procedures
Procedures Training Verification
Anesthesia
General Training
Protocol/Forms Links
Rationale/Alternatives
Animal Husbandry/Housing
Safety & Health
Transportation
Field Studies
Teaching Protocol
PI Certification
Amendment

Popup - Mozilla Firefox
https://lar-test.test-utrgv.net/tickatlab_test/popup.aspx?CommlId=1 67%

AUP Review: AUP-20-05 "TESTING ", (v.14.0), Amendment/For Revision (IACUC CO)

All + Start New Topic

Subject	Responses	Started on		
Amendment	1	03-Sep-2020 11:45...		

Click "All" to see the feedback left on all tabs, instead of moving from tab to tab.

To open the feedback items double click on subject

- 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 pop-up to respond.

AUP: AUP-20-05 "TESTING ", (v.14.0), Amendment/For Revision (IACUC CO)

← Back to overview [Review] [Attachments]

General Information
Personnel
Species
Study Grouping
Number of Animals
Procedures
Procedures Training Verification
Anesthesia/Analgesia
General Training
Protocol/Forms Links
Rationale/Alternatives
Animal Husbandry/Housing
Safety & Hazards
Transportation
Field Studies
Teaching Protocol
PI Certification
Amendment
Protocol Closure
IACUC Review

AMENDMENT

This page is a checklist to help you complete the amendment process. I have made the following changes:

- Added personnel
- Removed personnel
- Added a species
- Changed animal number
- Added a test substance
- Changed experimental procedure
- Changed Euthanasia method
- Changed Pain/distress
- Changed the overall aim
- Changed housing requirements
- Changed hazards
- Changed transportation

Subject: IACUC IRB IBC, Administrator 03-Sep-2020 11:45:36 PM

Please address items..

Response

Type: [Save] [Save & Back] [Back]

1. Enter comment/answer in "Response" Text box.

2. Click "Respond & Back" or "Save & Back"

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.

AUP Review: AUP-20-05 "TESTING", (v.14.0), Amendment/For Revision (IACUC CO)

[Generate Report](#)

Tab	Subject	Author	Responses	Started on		
Amendment	Amendment	IRB, IACUC, IBC, LAR, Training Coordinator	3	21-Aug-2020 12:12...		

- 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 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 "TESTING ", (v.14.0), Amendment/For Revision (IACUC CO)

← Back to overview Review Attachments Action Workflow

IACUC Administrative Review
Withdrawn
Closed

General Information
Personnel
Species
Study Grouping
Number of Animals
Procedures
Procedures Training

Complete this tab only when an approved protocol is submitted with am... itted as part of

AMENDMENT

This page is a checklist to help IACUC reviewers. Amendments need to be made directly in their respective tabs on the left a

I have made the following changes to this protocol on the affected tabs:

Added personnel

1. Click "Workflow" and select "IACUC CO Administrative Review" from the context box

Irbp.Amendment.HelpText.Label

1. What are you changing or adding?

- Consent form
- Advertisements
- Questionnaire/Survey
- Interview/Focus Group
- Letter(s) of permission
- IRB approvals other than this institution
- Adding a site or location
- Change of Personnel (addition/removal)
- Other

Comment:

Effective date*: 21-Aug-2020 

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 Review Attachments Action Workflow

IRB Review

Personnel

Project Information

General Information

Human Subjects Information

Recruitment

Protection Of Data

Risks and Benefits

Informed Consent

IPAA

Training

Protocol/Forms Links

IR Assurance Statement

Amendment

AMEN

1. What are you changing or adding?

- Consent form
- Advertisements
- Questionnaire/Survey
- Interview/Focus Group
- Letter(s) of permission
- IRB approvals other than this institution's IRB
- Adding a site or location

After closing the "Review" window, please click "Back"

	AUP-20-05	TESTING	09-Jun-2020	Amendment	03-Sep-2020	10-Jun-2023	For Revision (IACUC CO)	03-Sep-2020	10-Jun-2020
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Documents/Versions in File

	Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by
	TESTING	14.0	03-Sep-2020	04-Sep-2020	For Revision (IACUC CO)		IBC, Investigator	Mouse	IACUC IRB IBC, Adminis
	TESTING	11.0	03-Sep-2020	03-Sep-2020	Approved		IBC, Investigator	Mouse	---

- Open document
- Print PDF
- Edit comment
- Add attachment
- Check-in document
- IACUC Administrative Review
- Withdrawn
- Closed

	AUP-20-02			26-Apr-2020				IACUC Administrative Review	22-Jun-2020	---
	AUP-20-01			13-Apr-2020				Designated Member Review	09-May-2020	---
	AUP-19-45			18-Dec-2019				For Revision (IACUC CO)	09-Mar-2020	---
	AUP-19-44			16-Dec-2019				Designated Member Review	14-Aug-2020	---
	AUP-19-43			13-Dec-2019				Designated Member Review	20-Dec-2019	---
	AUP-19-42				Initiated	05-Dec-2019	---	Designated Member Review	20-Mar-2020	---
	AUP-19-38				Initiated	23-Oct-2019	---	For Revision (IACUC CO)	31-Oct-2019	---
	AUP-19-37									---

Right click on document and select "IACUC CO Administrative Review".

The screenshot displays a workflow application interface. A modal dialog box is open, allowing a user to provide a comment on a document. The dialog includes a text input field for the comment, an 'Effective date*' field with a calendar icon, and 'Ok' and 'Cancel' buttons. A red box highlights the 'Ok' button. A callout box points to the 'Comment:' text box with the text: "Please write a comment inside the text box, after that please click “Ok”".

Document ID	Document status	Last document status change	Principal investigator
Aug-2020	For Revision (IRBCO)	21-Aug-2020	IRB, Investigator
Aug-2020	IRBCO Administrative	21-Aug-2020	IRB, Investigator

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: OK

My Filter Sets: Approved protocols (For all users)  

File-General File-History

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS

[+ New](#) [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	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	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	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by
TESTING	16.0	04-Sep-2020	04-Sep-2020	Approved	04-Sep-2020	IACUC-IBC, Investigator	Mouse	---

Approved Projects are located under the “Approved Protocols” on My Filter Sets.

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

Operation between multiple selections within the same criterion: OR

My Filter Sets: Approved protocols (For all users) 📄 🗑️

File-General File-History Document

[CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.](#)

+ New 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	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	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	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by	
TESTING	16.0	04-Sep-2020	04-Sep-2020	Approved	04-Sep-2020	IACUC-IBC, Investigator	Mouse	---	

*****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.

My Filter Sets: Approved protocols (For all users)  

File-General File-History Document

[CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.](#)

+ New 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	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	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)



File-General

File-History

Document

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

+ New

Export to Excel

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

No. of entries: 28

<< < 1 2 > >>

- Open document
- Print PDF
- Edit comment
- Add attachment
- Expired
- Suspended
- Terminated
- Annual Review**
- Amendment
- Closed

Right click on document to see the context menu

Select "Annual Review"

AUP#	File title	File created	Expiration date	Current document status/progress	Last document status change	1st approved	Principal investigator	Version
AM-20-05	TESTING	08-10-2020	10-Jun-2023	Approved	04-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	16.0

Document title	Version	Last document change	Last document checkout	Doc status	Principal investigator	Species	Checked-out by
TESTING	16.0	04-Sep-2020	04-Sep-2020	Approved	04-Sep-2020	IACUC-IBC, Inves	---

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

AUP: AUP-20-05 "TESTING ", (v.17.0), Annual Review/Annual Review

← Back to overview Review Attachments Action

General Information
Personnel
Species
Study Grouping
Number of Animals
Procedures
Procedures Training Verification
Anesthesia/Analgesia
General Training
Protocol/Forms Links
Rationale/Alternatives
Animal Husbandry/Housing
Safety & Hazards
Transportation
Field Studies
Teaching Protocol
PI Certification
Amendment
Annual Review
Protocol Closure
IACUC Review
Workflow History

Complete this tab only when a... Annual Re...

ANNUAL REVIEW

Federal regulations require... reviewed annually.

Is the study active?

Yes
 No

Do you need to make any amendments?

No
 Yes – please review and complete the Amendment Tab

Provid...
If you...
For an...
... any unexpected findings and 2) list the remaining number of animals per s...
... may be obtained from tick@lab (right click on the File and select "Edit File" and anim...
... of the software, you will need to provide these numbers, calculated since the last p...

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

No
 Yes

Select Check-out from Action button

Click on "Annual Review" tab and answer the questions.

AUP: AUP-20-05 "TESTING ", (v.17.0), Annual Review/Annual Review

← Back to overview

Review

Attachments

Action

Workflow

- General Information
- Personnel
- Species
- Study Grouping
 - Number of Animals
 - Procedures
 - Procedures Training Verification
- Anesthesia/Analgesia
- General Training
- Protocol/Forms Links
- Rationale/Alternatives
- Animal Husbandry/Housing
- Safety & Hazards
- Transportation
- Field Studies
- Teaching Protocol
- PI Certification
- Amendment
- Annual Review

Complete this tab only when a

ANNUAL REVIEW

Federal regulations require

Is the study active?

Yes

No

Do you need to m

No

Yes – pleas

Provide a brief st
If you use the Anir
For any researcher

Answer

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

- Save & Check-in
- Save
- Save New Version
- Compare version
- Validate & Save

- Save all changes. Remember you can save by clicking any of the “Action” buttons at any time
- Note, you have 3 ways to save forms:
 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.17.0), Annual Review/Annual Review

← Back to overview

Review

Attachments

Action

Workflow

IACUC Administrative Review

General Information

Personnel

Species

Study Grouping

Number of Animals

Procedures

Procedures Training
Verification

Anesthesia/Analgesia

General Training

Protocol/Forms Links

Rationale/Alternatives

Animal Husbandry/Housing

Safety & Hazards

Transportation

Field Studies

Teaching Protocol

PI Certification

Amendment

Annual Review

Complete this tab only when an approved protocol is submitted for Annual Review.

ANNUAL REVIEW

Federal regulations require all animal care and use protocols to be reviewed annually.

Is the study active?

Yes

No

Do you need to make any amendments?

No

Yes – please review and complete the Amendment Tab

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 this protocol.

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 displayed). For any researchers not using the Animal Management portion of the software, you will need to provide these numbers, calculated since the last protocol approval.

Answer

Text input area for providing a brief summary of the study to date.

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

To submit an Annual Review to workflow you have 2 options: 1) Click on "Workflow" and select "IACUC Administrative Review"

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

+ New
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

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<
1
2
>
>>

	AUP#	File title	File created	File	Current document status/progress	Last document status change	1st approved	Principal investigator	Version
	AUP-20-05	TESTING	09-Jun-2020	Ann Rev	Annual Review	04-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	17.0

- Open document
- Print PDF
- Edit comment
- Add attachment
- Check-in document
- IACUC Administrative Review**
- Terminated
- Closed

Documents/Versions in File

	Document title	Version	Last document change	Last document checkout	Document status	Principal investigator
	TESTING	17.0	04-Sep-2020	04-Sep-2020	Annual Review	IACUC-IBC, Investigator
	TESTING	16.0	04-Sep-2020	04-Sep-2020	Approved	IACUC-IBC, Investigator

Or, 2) go Back (using the back button on tick@lab) and select from the Context menu of your Annual Review version and click "IACUC Administrative Review"

File status	Last file	Expiration	...	Last	Last	Current	Last
Initiated						Drawn	17-/202
Approved						Approved	17-/202
Disapproved						Disapproved	17-/202
Approved						Approved	17-/202
Initiated	2020	2021	---	2020	2020	Approved	17-/202
Initiated	17-Aug-2020	---	---	17-Aug-2020	17-Aug-2020	Draft	17-/202
Initiated	22-Jul-2020	---	---	22-Jul-2020	22-Jul-2020	Draft	22-/202
Disapproved	17-Aug-2020	16-Aug-2021	---	17-Aug-2020	17-Aug-2020	Disapproved	17-/202
Approved	22-Jul-2020	22-Jul-2120	---	22-Jul-2020	22-Jul-2020	Approved	22-/202

Comment:

Effective date*: 

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

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

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

+ New 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	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

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by
TESTING	18.0	04-Sep-2020	04-Sep-2020	IACUC Administrat...	04-Sep-2020	IACUC-IBC, Investigator	Mouse	---
TESTING	16.0	04-Sep-2020	04-Sep-2020	Approved	04-Sep-2020	IACUC-IBC, Investigator	Mouse	---

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 HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

+ New 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	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	For Revision (IACUC CO)	04-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	19.0	

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by	
TESTING	19.0	04-Sep-2020	04-Sep-2020	For Revision (IACUC CO)	04-Sep-2020	IACUC-IBC, Investigator	Mouse	---	
TESTING	16.0	04-Sep-2020	04-Sep-2020	Approved	04-Sep-2020	IACUC-IBC, Investigator	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.

+ New 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	Expiration date	Current document status/progress	Last document status change	1st approved	Principal investigator	Version
	AUP-20-05	TESTING	09-Jun-2020	10-Jun-2023	For Revision (IACUC CO)	04-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	19.0

- Open document
- Print PDF
- Edit comment
- Add attachment
- Check-out document**
- IACUC Administrative Review
- Withdrawn
- Closed

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Doc status	Principal investigator	Species	Checked-out by
TESTING	19.0	04-Sep-2020	04-Sep-2020	For Revision (IACUC CO)	IACUC-IBC, Investigator	Mouse	---
TESTING	16.0	04-Sep-2020	04-Sep-2020	Approved	IACUC-IBC, Investigator	Mouse	---

- 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.

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by
TESTING	14.0	03-Sep-2020	04-Sep-2020	For Revision (IAC...)	03-Sep-2020	IACUC-IBC, Investigator	Mouse	IACUC IRB IBC, Administrator
TESTING	11.0	03-Sep-2020	03-Sep-2020	Approved	12-Jun-2020	IACUC-IBC, Investigator	Mouse	---

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

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by
TESTING	14.0	03-Sep-2020	04-Sep-2020	For Revision (IAC...)	03-Sep-2020	IACUC-IBC, Investigator	Mouse	IACUC IRB IBC, Administrator
TESTING	11.0	03-Sep-2020	03-Sep-2020	Approved	12-Jun-2020	IACUC-IBC, Investigator	Mouse	---

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 "TESTING ", (v.19.0), Annual Review/For Revision (IACUC CO)

← Back to overview **Review** Attachments Action Workflow

General Information

- Personnel
- Species
- Study Grouping
 - Number of Animals
 - Procedures
 - Procedures Training Verification
- Anesthesia/Analgesia
- General Training
- Protocol/Forms Links
- Rationale/Alternatives
- Animal Husbandry/Housing
- Safety & Hazards
- Transportation
- Field Studies
- Teaching Protocol
- PI Certification
- Amendment
- Annual Review**

Complete this tab only when an approved protocol is submitted for Annual Review.

ANNUAL REVIEW

Federal regulations require all animal care and use protocols to be reviewed annually.

Is the study active?

Yes

No

Do you need to make any amendments?

No

Yes – please review and complete the Amendment Tab

Provide a brief summary of the study to date, including 1) any unexpected findings and 2) list the remaining number of animals per species
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). For any researchers not using the Animal Management portion of the software, you will need to provide these numbers, calculated since the last protocol.

Answer

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

No

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

Annual Review/FOI REVISION (IACUC CO)

Popup - Mozilla Firefox

https://lar-test.test-utrgv.net/tickatlab_test/popup.aspx?CommId=-i 67%

All

+ Start New Topic

Subject	Author	Responses	Started on
Annual Review	IACUC IRB IBC, Administrator	1	04- Sep-2020 1:56:...

Click "All" to see the feedback left on all tabs, instead of moving from tab to tab.

To open the feedback items double click on subject

Animal Husbandry/Housing

Safety & Hazards

Transportation

Field Studies

Teaching Protocol

PI Certification

Amendment

Annual Review

Protocol Closure

IACUC Review

Workflow History

- 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 pop-up to respond.

The screenshot shows the 'Annual Review' section of the IACUC CO system. The 'Attachments' tab is highlighted with a red box and an arrow pointing to the 'ANNUAL REVIEW' section. A red callout box with the text '1. Enter comment/answer in "Response" Text box.' points to the 'Response' text area. Another red callout box with the text '2. Click "Respond & Back" or "Save & Back"' points to the 'Save & Back' button. The interface includes a sidebar with various categories like 'General Information', 'Personnel', 'Species', etc., and a main content area with sections for 'Is the study active?', 'Do you need to make any amendments?', and 'Provide a brief summary of the study'.

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 window X

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

Generate Report

Tab	Subject	Author	Responses	Started on		
Annual Review	Annual Review	IACUC IRB IBC, Administrator	1	04-Sep-2020 1:56:...		

[All](#)
[General Information](#)
[Personnel](#)
[Species](#)
[Study Grouping](#)
[Number of Animals](#)
[Procedures](#)
[Procedures Training Verification](#)
[Anesthesia/Analgesia](#)
[General Training](#)
[Protocol/Forms Links](#)
[Rationale/Alternatives](#)
[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)

← Back to overview Review Attachments Action Workflow

IACUC Administrative Review

Complete this tab only when an approved protocol is submitted for Annual Review

ANNUAL REVIEW

Federal registration

Is the study active:

Yes

No

Do you need to make any amendments?

1. Click "Workflow" and select "IACUC Administrative Review" from the context box

Irbp.Amendment.HelpText.Label

1. What are you changing or adding?

- Consent form
- Advertisements
- Questionnaire/Survey
- Interview/Focus Group
- Letter(s) of permission
- IRB approvals other than this institution
- Adding a site or location
- Change of Personnel (addition/removal)
- Other

Comment:

Effective date*: 21-Aug-2020

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](#)

[Review](#)

[Attachments](#)

[Action](#)



[Workflow](#)



General Information

Personnel

Species

Study Grouping

Number of Animals

Procedures

Procedures Training
Verification

Anesthesia/Analgesia

General Training

Complete [redacted] approved protocol is submitted for Annual Review.

After closing the "Review" window, please click "Back"

Federal regulations require all animal care and use protocols to be reviewed annually.

Is the study active?

Yes

No

Do you need to make any amendments?

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

+ New 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 > >>

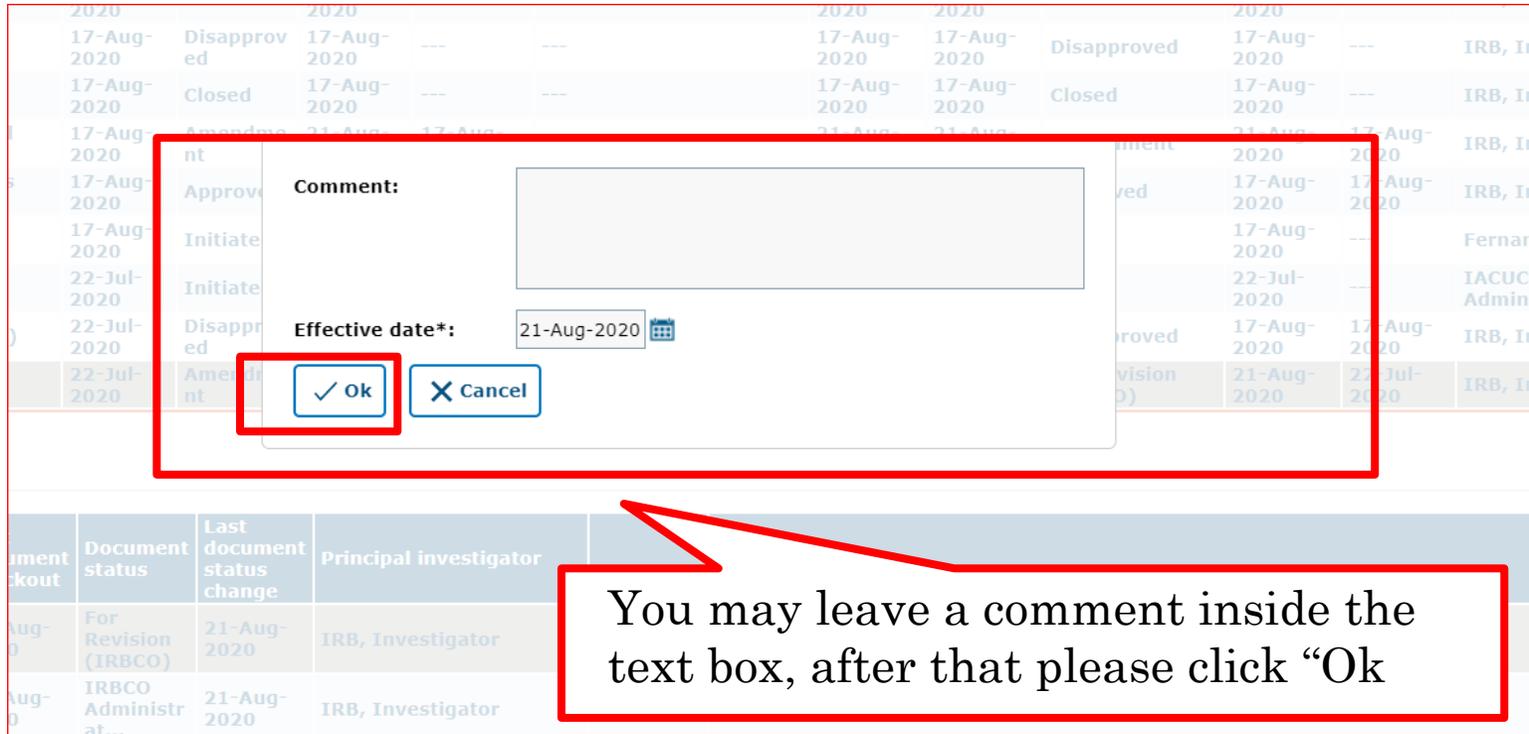
	AUP#	File title	File created	Expiration	Current document status/progress	Last document status change	1st approved	Principal investigator	Version
	AUP-20-05	TESTING	09-Jun-2020	Jun-2023	For Revision (IACUC CO)	04-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	19.0

- Open document
- Print PDF
- Edit comment
- Add attachment
- Check-out document
- IACUC Administrative Review
- Withdrawn

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Investigator	Species	Checked-out by
TESTING	19.0	04-Sep-2020	04-Sep-2020	For	IACUC-IBC, Investigator	Mouse	---
TESTING	15.0	04-Sep-2020	04-Sep-2020	For	IACUC-IBC, Investigator	Mouse	---

Right click on document and select "IACUC Administrative Review".



The screenshot shows a workflow system interface with a modal dialog box. The dialog box contains a 'Comment:' text box, an 'Effective date*' field with a calendar icon, and 'Ok' and 'Cancel' buttons. A red box highlights the comment text box and the 'Ok' button. A callout box points to the comment text box with the text: "You may leave a comment inside the text box, after that please click “Ok’"

Document	Document status	Last document status change	Principal investigator
Aug-2020	For Revision (IRBCO)	21-Aug-2020	IRB, Investigator
Aug-2020	IRBCO Administrative	21-Aug-2020	IRB, Investigator

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 annual review will be pushed back to you for revision.

AUP

FILTER & SEARCH

Apply filter | Reset filter

Hide | Show

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

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

+ New | 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

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	Approved	04-Sep-2020	10-Jun-2023	Approved	04-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	21.0

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by
TESTING	21.0	04-Sep-2020	04-Sep-2020	Approved	04-Sep-2020	IACUC-IBC, Investigator	Mouse	---

Approved Projects are located under the "Approved Protocols" on My Filter Sets.

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

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	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	Approved	04-Sep-2020	10-Jun-2023	Approved	04-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	21.0

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by
TESTING	21.0	04-Sep-2020	04-Sep-2020	Approved	04-Sep-2020	IACUC-IBC, Investigator	Mouse	---

*****Your Annual Review has been APPROVED*****