

WELCOME

TO THE NEW IRB ELECTRONIC SYSTEM

Tick@lab

Orientation – Read this First

What is Tick@Lab?

A web-based protocol submission system for IACUC and IRB protocols

The system offers:

- Available in one place 24/7 from anywhere
- Smart forms available to complete your desired request for approval
- Mobile friendly for tablets and phones
- Greater transparency including the ability to track where your application is in the review process
- CITI integration which eliminates the need to submit your training reports to the IRB
- Check in/out system which replaces the need to unlock/lock application packages



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

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



Website URL:

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

A Log In Pop Up Window will appear --

Use your <u>UTRGV Credentials</u> to log in.

If you are unable to log in please contact the Office of Research Compliance at (956) 665-2093/ (956) 665-2889/ (956) 665-3598 / (956) 882-7743. Due to PeopleSoft integration issues, we may need to add you as a user manually first.

Tick@Lab Work Flow

New Protocol

- PI or research team will create a draft protocol.
- PI should assign personnel to the protocol with their applicable roles (Personnel Tab). Note, the PI must be assigned as a Reviewer and Signer at the bottom. As well as the Faculty Advisor if applicable.
- PI Assurance must be completed before moving to Pre-Review and Sign.
- PI should do a status change by selecting Pre-Review and Sign.
- PI, and Faculty Advisors (*if applicable*) must sign the protocol.
- Once signed by all Reviewers and Signers, the protocol is automatically forwarded to the IRBCO (Coordinators).

Exempt protocols are reviewed and approved by IRBCO.

Expedited and Full Review protocols are administratively screened before being assigned to a member.



Tick@Lab Work Flow

- If no pertinent documents or information is missing the protocol is assigned to DMR (Designated Member Review) for review.
- If during administrative screening any pertinent documents or information is missing, the IRBCO will send the protocol back to you for revision.

Administrative review and DMR -Review comments will be provided within the protocol, located on the respective tab. The protocol will be pushed back to you For Revision.

Amendments and Continuations

After a protocol has been approved, the PI may draft and submit an Amendment or Continuation.



Document Status Types

- Draft This means your submission is in Draft Mode and is not yet submitted.
- Pre-Review & Sign This means your submission is in the pre-review stage, all reviewers and signers (as designated by you on the Personnel tab) must review before signing.
- •Signatures This means your submission is in the signing stage, all reviewers and signers (as designated by you on the Personnel tab) must sign the protocol.
- •IRBCO Administrative Review This means your submission is being reviewed by IRB Coordinators
- •For Revision This means your submission is being sent back to you for revisions (may be based on feedback from Coordinators, a Designated Member, or the Full Committee)
- **Designated Member Review** This means that your submission has been assigned to a designated IRB Member for review, and is currently under review by them.
- Full Committee Review This means that your submission has been pushed for Full Review by either the Coordinators or a Designated IRB Member. Note, in this stage the project will be added to a meeting agenda and will be visited by the board at a convened meeting.
- •Approved This means your submission has been approved. An approval memo will be published at the file level.

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Logout

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- 1. Home- takes you to the main page.
- Protocols- gives you the option to start on AUP, IRB, IBC.takes you back to the homepage.
- 3. Animal orders- select from request and orders, deliverables and identification.
- 4. Animal Management- experimental stock. Profile provides user profile information (e.g., name, title, email address, phone number, dept.)
- 5. Billing- select from Billing Data and Census
- 6. Tasks- Select from Task and Cases.
- 7. Reports- Create a report on Animal Husbandry, Animal Utilization and Statistics, and Custom Reports.
- 8. Master Data- Select from users and species.
- Switch to Mobile Tick@Lab requires right-clicking for drop down menus. Mobile view allows you to use a different version of the system without the need to right-click (hover hand). This function is helpful for smartphone or tablet/iPad users, and can also be used for Macs (substitute for CTRL + Click method).
- **10.** Help provides you with guidance topics for the site.
- 11. UTRGV Research Compliance- takes you to the official UTRGV Research Compliance and Export Control webpage.
- 12. Profile- Allows you to update your information.
- 13. Refresh refreshes the page (use this instead of the browser refresh).
- 14. Logout logs you out of Tick@Lab.

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Clicking on 'Protocols' will take you to the area where you may access and submit your protocols.

Please note, Tick@Lab allows you to submit 2 types of protocols:

- Animal Use Protocols (AUP)
- Human Subjects Research Protocols (IRB)

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Selecting the IRB tab will provide you with your IRB related protocols and will allow you to create new protocols for submission to the IRB.



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• Pending protocols will provide a list of protocols that are not approved yet and/or are in draft mode.

• Approved Protocols' will provide a list of protocols that are approved (active).

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- To edit a document, it must be "Checked Out" to you.
- To check out a document, right click on the title and select "Check-Out Document" from the drop down list.

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The University of Texas Rio Grande Valley

- This is how the application for a new project will look like.
- The questions on the application are organized by topics on the left side of the form.

The University of Texas Rio Grande Valley	IRB: IRB-20-0228 "Train	ing Materials", (v.1.0), Initiated/Draft	
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	Workflow History	3. Is this a multi-site research project? A multi-site research project refers to the same protocol for human subjects research conducted at multiple (2 or more) research institutions in collaboration with UTRGV. For non-exempt human subjects research that include multiple sites, cooperative agreements will be needed (i.e., Single IRB, or Reliance Agreement).	е
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		○ No	
Investigator and Member IBB			
Your session will expire in:		4. Are you collaborating with someone from another institution? This question refers to non-multi-site research projects. I.e., someone will be helping you conduct your research, however their affiliated institution is not a site where research will be conducted.	
87 min 33 sec		⊖ Yes	
<u>4 6 0</u>			
Profile Refresh Logout		○ No	

IMPORTANT: Always remember to save, save as often as possible to ensure you don't lose your work if the system times-out.

The University of Texas Rio Grande Valley	<	IRB: IRB-20-0228 "Trai	ining Mat	terials", (v.1.0), Initiat	ted/Draft			
🟦 Home		← Back to overview	🛛 Revie	ew 🖉 Attachments	Action		~	🖸 Workflow 🗸
Protocols	~	General Information			⇒ Save 8	& Check-in		
🚝 Tasks	~	VA Study Approvals	Pl	ease respond to all questions	💾 Save			outside of your field of study. Avoid jargon and provide complete responses to facilitate an efficient review.
Reports	~	Provend		· · ·	Save New Version			
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Switch to mobile		Training		Irbp.Tab.GeneralInformation.	.t .≸ Compa	are version		
		Protocol/Forms Links			🖉 Valida	te & Save		
? Help		Drugs and/or Devices		1. Please provide a brief (1		1,	including (1) the purpose, (2) your subject population(s), and (3) the methods used. (*)
⑦ UTRGV Research Compliance		Retrospective Data Collection		Write for a general audience,	, do not use ja	argon or names of i	nstruments,	(measures/methods that individuals outside your field will not know. Please note this is just an overview, detailed information is required un
		Prospective Collection of			[
		Biological Specimens				Using	the	Action Tab at the bottom or top of the page, you have 3 options
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Personnel Tab and Signatures

- All Reviewers and Signers which you have designated on the Personnel tab must sign.
- If the PI is the only member on the team and is not a student, the PI must pre-review and sign the document then the protocol should automatically be pushed to the IRB Coordinators (IRBCO). Note: Co-PI's and Other Personnel do not need to sign protocols, therefore they should not be assigned as a Reviewer and Signer unless you need them to be able to edit the documents.
- If the PI is a student, the PI must assign his/her advisor under the Personnel tab to the protocol, as the Faculty Advisor and as a Reviewer and Signer. Both the PI and Faculty Advisor must sign.
- •Once all designated Reviewers and Signers have signed the protocol, the protocol is automatically pushed to the IRBCO for administrative review.
- After an initiated protocol is approved, the project will be located under "Approved protocols."

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- In order to create an amendment or continuation you must select the filter for Approved protocols then right click on the last document within the file.
- Once an amendment or continuation is created, the project will be listed under both approved protocols and Pending protocols.

File Status

 The file status shown on a file row will list the most recent submission type (e.g. initiated project, amendment, continuation, project closure, etc.)

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