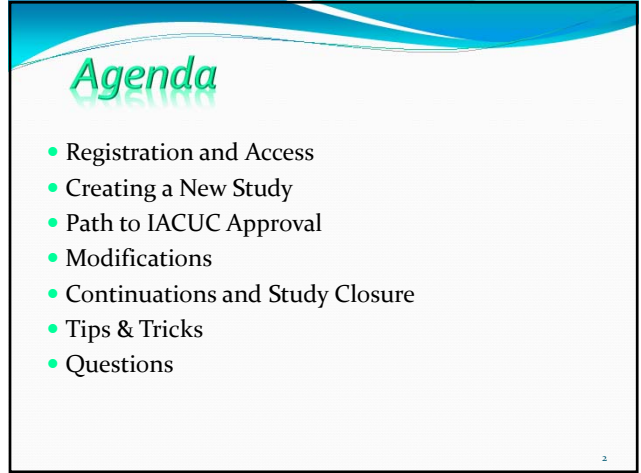




Intro to eIACUC  
Study Team Training

Ver. 2012-08-01

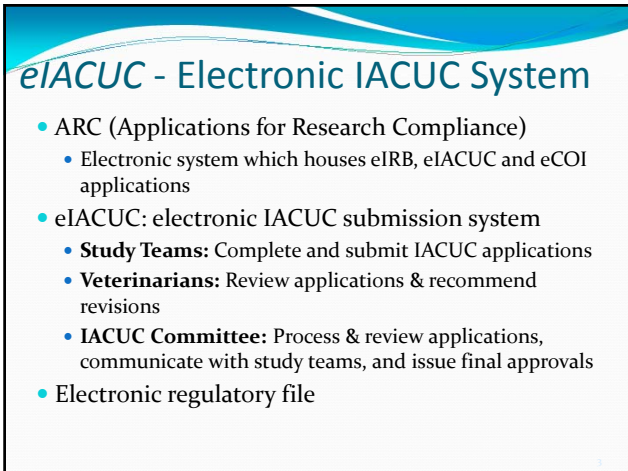
1



Agenda

- Registration and Access
- Creating a New Study
- Path to IACUC Approval
- Modifications
- Continuations and Study Closure
- Tips & Tricks
- Questions

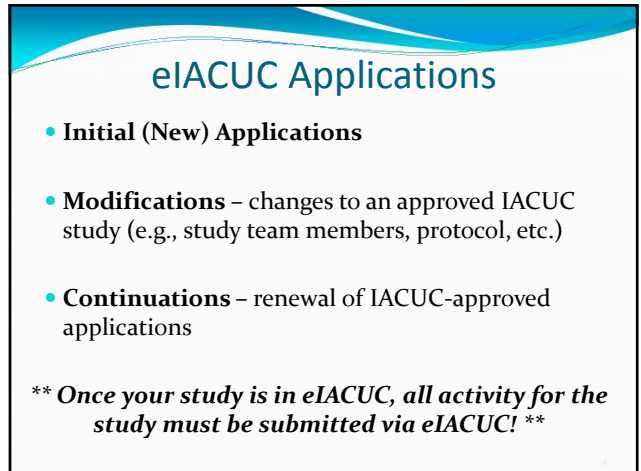
2



eIACUC - Electronic IACUC System

- ARC (Applications for Research Compliance)
  - Electronic system which houses eIRB, eIACUC and eCOI applications
- eIACUC: electronic IACUC submission system
  - **Study Teams:** Complete and submit IACUC applications
  - **Veterinarians:** Review applications & recommend revisions
  - **IACUC Committee:** Process & review applications, communicate with study teams, and issue final approvals
- Electronic regulatory file

3



eIACUC Applications

- **Initial (New) Applications**
- **Modifications** – changes to an approved IACUC study (e.g., study team members, protocol, etc.)
- **Continuations** – renewal of IACUC-approved applications

**\*\* Once your study is in eIACUC, all activity for the study must be submitted via eIACUC! \*\***

4



## Getting Started: Registration

- To access and use ARC, you must register:
  - <https://arc.research.usf.edu/prod>
- Complete all the fields on the registration form
  - Your name, e-mail address, phone number, department name, etc. (please avoid using abbreviations)
  - Request your user **Roles**
- Your User Name and Password will be e-mailed to you within 2 business days

The screenshot shows the ARC Homepage with several elements highlighted by red boxes:
 

- A navigation menu on the left containing: Institutional Animal Care and Use Committee, Research Conflict of Interest, Institutional Review Board, What's New, Training Materials, Regulation and Guidance, and Contact Us.
- The "Home" section with a welcome message and "Full AAHRPP Accredited!" text.
- Three "Need Help?" links: "Need an account? Register Here", "Have an account? User Name: [ ] Password: [ ] Log In", and "Need Help? Forgot Password / Forgot User Name".
- Footer information: Division of Research Integrity & Compliance, ARC Help Desk (eIRB, eCOI, eIACUC), and contact details for Bruce S. Downs Blvd, HDC13, Tampa, FL 33612-4799.

The screenshot shows the "Registration Form" with various input fields and a "Register Here" button. A red box highlights a note: "Items marked with a \* are required fields".
 

- Self Registration:** Fields for Prefix, Title, Department, USF Campus or Affiliation, First, Middle, Last, and Suffix.
- Primary E-mail:** Field for work or student e-mail address.
- Secondary E-mail:** Field for an alternative e-mail address.
- USF Net ID:** Field for an administrator NetID.
- USF ID Number:** Field for an employee ID.
- Business Phone:** Fields for Business Phone, Mobile, and Fax.
- Address:** Fields for Address, City, State, and Zip.
- Roles Requested:** A list of roles with checkboxes: Study Staff (PI, Co-I, Coordinator, Study Team), Supervisor, Department Chair/Approver, Department Scientific Reviewer, Appointed IRB Member, Appointed IACUC Member, and Appointed COI Member.
- Footer:** A note stating "You will receive a temporary password by e-mail within 1-2 business days. Note: The first time you login, you will be prompted to change that password." and a "Register" button.

**My Home**

USF UNIVERSITY OF SOUTH FLORIDA arc

Lilith Sternin-Crane | My Home | Logoff

Home - ARC Development - IRB Studies - IACUC - COI

Page for Lilith Sternin-Crane

**Study Staff**

**My Roles**  
Study Staff

**Quick Links**  
Division of Research Integrity & Compliance

**Human Subjects**  
New IRB Study  
Convert Paper Study

**Animal Subjects**  
New IACUC Study

**Conflict of Interest**  
New COI Disclosure

**Page for Lilith Sternin-Crane**

Welcome to your **Personal Page**, the starting point for all interactions with this site. Note the following:

- Inbox** - Items appearing here require immediate action by you to speed your submission through the review process. Click on link to access an item.
- Monitor** - Check the progress of your submissions using the other tabs. Items under these tabs do not require any action by you.

Inbox IRB IACUC Approved Studies Profile COI

Displays all items which require action by the study team. Click on links for more information.

Filter by ID [Go] [Clear] [Advanced]

| ID         | Name                       | Date Modified      | Type        | Owner         | State                     | Last State Change  |
|------------|----------------------------|--------------------|-------------|---------------|---------------------------|--------------------|
| IS00000113 | Workflow Testing           | 7/18/2012 11:20 AM | IACUC Study | 1             | Pre Submission            | 7/16/2012 12:15 PM |
| IS00000112 | RP Test                    | 7/12/2012 10:12 AM | IACUC Study | 1             | Pre Submission            | 7/12/2012 10:12 AM |
| IS00000089 | 03/30/2012 Testing Session | 7/5/2012 4:36 PM   | IACUC Study | Crane, Emelia | 4. Changes Recommended By | 6/28/2012 4:44 PM  |

**Inbox**

- Lists all applications that require action by you or other staff on your study team

Inbox IRB IACUC Approved Studies Profile COI

Displays all items which require action by the study team. Click on links for more information.

Filter by ID [Go] [Clear] [Advanced]

| ID         | Name   | Date Modified      | Type        | Owner       | State                          | Last State Change  |
|------------|--|--------------------|-------------|-------------|--------------------------------|--------------------|
| IS00000098 | xxx  | 5/23/2012 9:23 AM  | IACUC Study | 1           | Pre Submission                 | 5/15/2012 11:19 AM |
| IS00000086 | Therapeutic Targeting of Myeloid Derived Suppressor Cells with Nanoparticles in Cancer | 4/11/2012 3:00 PM  | IACUC Study | Emia, Coach | 4. Changes Recommended By      | 4/11/2012 3:00 PM  |
| IS00000094 | The Role of Gastric Ventilation During Hypocapnia                                      | 5/15/2012 11:23 AM | IACUC Study | Boyd, Woody | 5. Expired Veterinarian Review | 4/11/2012 9:36 AM  |
| IS00000100 | IACUC Title  | 5/31/2012 4:43 PM  | IACUC Study | 1           | Pre Submission                 | 5/29/2012 3:49 PM  |

*\* If an item is in your Inbox, it still requires your attention \**

**Researcher Profile**

Inbox IRB IACUC Approved Studies Profile COI

Any training profiles/certifications on record in the system are displayed here.

**My Profile Link**

Name: CV/Biosketch  
Lilith Sternin-Crane's Profile LSC CV(0.02)

**IACUC Training Records**

| Date Verified | Animal Experience | Documentation of Health and Risk Assessment | Documentation of Online Training Completion | Documentation of Facility Orientation |
|---------------|-------------------|---|---|---------------------------------------|
| 3/30/2012     | Mouse             | Health and Risk (LSC) (0.01)                | Training (LSC)(0.01)                        | Facility Orientation (LSC)(0.02)      |

**IRB Training Records**

IRB Certification Renewal Deadline IRB Certification Document

To edit your CV/Biosketch or training/certification records follow the instructions below:

**Uploading CV/Biosketch/Resume:**

- Click on your Profile Link above.
- Click on "Edit Researcher Profile" on your Profile page.

- Provides information regarding training records and certifications
- Use the researcher profile link to upload training materials

**Researcher Profile**

Current State: Active

**Lilith Sternin-Crane's Profile**

Department: Psychiatry and Behavioral Medicine  
Created: 3/29/2012 3:55 PM  
Last Modified: 5/23/2012 9:11 AM

**My Research Associates:**

| Last Name                      | First Name | E-Mail | Phone | Mobile |
|--------------------------------|------------|--------|-------|--------|
| There are no items to display. |            |        |       |        |

**History Log** IRB IACUC Research

| Activity                           | Author      | Activity Date     |
|------------------------------------|-------------|-------------------|
| Profile Updated                    | Mann, Scott | 5/23/2012 9:11 AM |
| IACUC Certification Status Updated | Drake, Cara | 3/30/2012 3:05 PM |
| Profile Updated                    | Mann, Scott | 3/29/2012 5:12 PM |
| Profile Updated                    | Mann, Scott | 3/29/2012 5:12 PM |
| Profile Updated                    | Mann, Scott | 3/29/2012 4:59 PM |
| Profile Updated                    | Mann, Scott | 3/29/2012 4:59 PM |

- Select the Edit Researcher Profile

## Researcher Profile

- Select the **Edit Researcher Profile**
- Select **IACUC** in section 1.2 and press continue

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## Researcher Profile

- Select the **Edit Researcher Profile**
- Select **IACUC** in section 1.2 and press continue
- Upload training documents using **Add** or **Upload Revision**
- **Save** changes and **Exit**

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# Creating a New Study

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## Create a New Study

Page for Lilith Sternin-Crane

**Study Staff**

**My Roles**

**Study Staff**

**Quick Links**

Division of Research Integrity & Compliance

**Human Subjects**

**Animal Subjects**

**Conflict of Interest**

**Page for Lilith Sternin-Crane**

Welcome to your **Personal Page**, the starting point for all interactions with this site. Note the following:

- Inbox** - Items appearing here require immediate action by you to speed your submission through the review process. Click on link to access an item.
- Monitor** - Check the progress of your submissions using the other tabs. Items under these tabs do not require any action by you.

**Inbox** | **IRB** | **IACUC** | **Approved Studies** | **Profile** | **COI**

Displays all items which require action by the study team. Click on links for more information.

| Filter by | ID         | Date Modified       | Type        | Owner         | State                                 | Last State Change  |
|-----------|------------|---------------------|-------------|---------------|---------------------------------------|--------------------|
|           | IS00000112 | 7/12/2012 10:12 AM  | IACUC Study | Crane, Fraser | 1 Pre Submission                      | 7/12/2012 10:12 AM |
|           | IS00000089 | 03/30/2012 12:36 PM | IACUC Study | Crane, Fraser | 4 Changes Recommended By Veterinarian | 6/28/2012 2:17 PM  |

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## Create a New Study

- 1) Complete SmartForm
  - Study team answers questions providing details about their research proposal
  - Upload necessary documents including research training records
- 2) Submit Study
  - PI or Secondary Study contact can submit to Veterinary Review
  - Only PI can submit to IACUC

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## Study Team Roles

- PI – create studies and subprojects, respond to requested revisions, submit study and subprojects
- Secondary Study Contact(s) – create studies and subprojects and respond to requested revisions
- Secondary Investigator(s) – edit studies and subprojects
- Research Staff – edit studies and subprojects

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## SmartForm Navigation

The screenshot shows the SmartForm application interface. At the top, there are logos for USF University of South Florida and arc. Below the logos is a navigation bar with buttons for '<< Back', 'Save | Exit | Hide/Show Errors | Print...', 'Jump To: [1.1 Study Identification]', and 'Continue >>'. The main content area is divided into sections: 'Does Not Save' (Study Identification), 'Current Page' (1.1), and 'Saves Application' (1.1). A 'Required Pages' section lists various pages like 2.1 Funding Information, 2.2 Funding - Federal/Major Agency, etc. A sidebar on the right provides instructions for the current page (1.1).

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## SmartForm Application Hide/Show Errors

The screenshot shows the 'Error/Warning Messages' section of the SmartForm application. It features a table with columns for 'Message', 'Field Name', and 'Jump To'. The table lists several required fields that are missing, such as '2.1.3 VA Resources', 'Therapeutic Drugs', and 'Specimen Collections'. A 'Refresh' button is located at the top right of the table.

- Use this tool to gauge your progress with the application.
- In the menu bar, click **Hide/Show Errors** to list the required fields that need to be completed

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## SmartForm Application: Help Text

**1.1.1 Pop-Up Help**

If the described activity involving animals is supported by multiple grants with different titles, use the title of the federal or major agency award as the main title and include additional titles of minor awards under item 1.1.2.

Each protocol is a "stand-alone" document. All information should be provided in the application without reference to publications, articles, or texts. Names of involved personnel should not be mentioned in the narrative of responses. Acronyms or abbreviations should be explained when first used.

## SmartForm Application

SmartForms branch to the appropriate pages based on your selections

**Protocol Type**

3.1

3.1.1 Select the option that best describes your protocol type:

- Research or Teaching
- Wildlife
- Marine Colony Only
- Antisera Production (Rabbit Only)
- Tissue Use Only

Clear

## Study Team: Education & CVs

**Study Personnel Certification Information**

The following individuals' certification information must be current before IACUC approval can occur. Please Note: The information on this form is read-only. An individual's certification information can be updated on his or her Researcher Profile. Verification dates are granted by the IACUC following review of submitted information.

**Principal Investigator:**

| Name             | CV | Animal Experience             | Documentation of Online Training Completion | Date Verified | Link to Profile |
|------------------|----|-------------------------------|---|---------------|-----------------|
| Lith Stern-Crane |    | There are no items to display | training (LSC)(0.01)                        | 3/30/2012     | 00002786        |

**Secondary Investigators:**

| Name          | CV          | Animal Experience | Documentation of Online Training Completion | Date Verified | Link to Profile |
|---------------|-------------|-------------------|---|---------------|-----------------|
| Norm Peterson | Norm (0.01) | Garbil Turtle     | 6 Training(0.01)                            | 6/7/2009      | 00002788        |

**Research Staff:**

| Name                          | CV | Animal Experience | Documentation of Online Training Completion | Date Verified | Link to Profile |
|-------------------------------|----|-------------------|---|---------------|-----------------|
| There are no items to display |    |                   |   |               |                 |

- View CV and Online Training for each study team member.
- Training Information is updated on the Researcher Profile.
- Training must be verified before study approval

## SmartForm Application – Final Page

**Instructions for Submission**

You have reached the final page of this application. Submission State: 1 - Pre-Submission

If your submission state is "Pre-Submission", please follow the steps below to submit this application for review:

- Click the **Finalize** button below to exit this form and return to the workspace.
- Locate the **Submit for Veterinarian Review** activity on the left side of the workspace; click it, and follow any additional instructions to complete your submission.

Please Note: Following Veterinarian Review, the PI will be required to affirm the following upon submission to the IACUC:

- This description is complete and accurate.
- Written IACUC approval will be obtained prior to implementing changes to this protocol.
- Current biomedical supplies will be used.
- Complete animal procedural/surgical/testing records will be maintained.
- Conduct will be in accordance with the PHS Policy, AWR, The Guide, AAALAC Guidelines, DEA Regulations, and IACUC Principles and Procedures.
- Research personnel will abide by all relevant, universal precautions regarding blood-borne pathogens, appropriate biohazard level precautions, radiation safety procedures, and the chemical hygiene plan.
- Personnel/students are adequately trained and experienced, or supervised to perform these procedures.
- Personnel/students are aware of occupational health & safety practices associated with the use of animals or animal tissues.
- All vertebrate animals or animal tissues will be acquired by lawful means, used judiciously, and disposed of appropriately.

## SmartForm Application – Final Page

Navigation: << Back | Save | Exit | Hide/Show Errors | Print... | Jump To: Investigator's Assurance | **Finish**

### Instructions for Submission

You have reached the final page of this application.  
 Submission State: **1. Pre Submission**

If your submission state is "Pre Submission", please follow the steps below to submit this application for review.

1. Click the **Finish** button below to exit this form and return to the workspace.
2. Locate the **Submit for Veterinarian Review** activity on the left side of the workspace, click it, and follow any additional instructions to complete your submission.

**Clicking Finish will bring you to the Study's Workspace.**

**\*\*\*Clicking Finish does NOT submit your study!!!\*\*\***

## Study Workspace

### Workspace – homepage for IACUC application

USF UNIVERSITY OF SOUTH FLORIDA **arc** | Rebecca Simms (PI) | My Home | Logoff

Home - ARC Development | IRB Studies | **IACUC** | COI

Study: **Population of Deer in Hillsborough County (LSC) (I500000045)**

**1. Pre Submission**

Additional Titles:  
 Principal Investigator: Rebecca Simms (PI) | Secondary Study Contact(s): Rebecca Simms (PI)  
 Last Updated: 3/8/2012 11:41 AM | Protocol Type: Wildlife

History | Attachments | Ancillary Review Status | Change Log | Reviewer Notes

| Activity      | Author                | Activity Date        |
|---------------|-----------------------|----------------------|
| Study Created | Simms (PI), Rebecca M | 2/1/2012 8:20 AM EST |

My Activities: Submit Study for Veterinarian Review, Withdraw

## Study Workspace

**Current State**  
 1. Pre Submission

- The top section shows the Current State of the study and the various ways you can view the application.

**My Activities:** Use these to move the application through the review and approval process.

- The activities available will vary according to the role you have on the study and the "State" of the study.

## Study Workspace

**Study: Population of Deer in Hillsborough County (LSC) (I500000045)**

Additional Titles:  
 Principal Investigator: Rebecca Simms (PI) | Secondary Study Contact(s): Rebecca Simms (PI)  
 Last Updated: 3/8/2012 11:41 AM | Protocol Type: Wildlife

History | Attachments | Ancillary Review Status | Change Log | Reviewer Notes

| Activity      | Author                | Activity Date        |
|---------------|-----------------------|----------------------|
| Study Created | Simms (PI), Rebecca M | 2/1/2012 8:20 AM EST |

- The study's title and IS-number can be found to the right of the workspace.
- The History tab will show all activities completed on the study.

## Submit the Study

USF UNIVERSITY OF SOUTH FLORIDA arc

Home - ARC Development IRB Studies IACUC COI

Study: 3/30/2012 Testing Session (1500000087)

Additional Titles: Principal Investigator: Lilli Stern-Crane Secondary Study Contact(s): Rebecca Simms (PI)

Last Updated: 6/11/2012 3:14 PM Protocol Type: Research or Teaching

History Attachments Ancillary Review Status Change Log Reviewer Notes

Activity Author Activity Date

|               |                    |                       |
|---------------|--------------------|-----------------------|
| Study Created | Stern-Crane, Lilli | 3/30/2012 1:42 PM EDT |
|---------------|--------------------|-----------------------|

My Activities

- Submit Study for Veterinarian Review
- Withdraw

- To submit study, click **Submit Study for Veterinarian Review**
- Only the Secondary Study Contact and the Principal Investigator can submit to Veterinarian Review



## The Path to IACUC Approval

- After the PI has submitted the application, it is routed to:
  - Veterinarian Review
    - Revisions are recommended
    - Additional information may be requested
  - IACUC Review
    - Designated Member Review
    - Full Committee Review
    - Please Note : The study is not officially approved until you have received the IACUC Approval Letter!

*At any point in this process, you can log in to ARC to see where your eIACUC application is on the path to approval!*

## Workspace: Veterinarian Review

USF UNIVERSITY OF SOUTH FLORIDA arc

Home - ARC Development IRB Studies IACUC COI

Study: 3/30/2012 Testing Session (1500000087)

Additional Titles: Principal Investigator: Lilli Stern-Crane Secondary Study Contact(s): Rebecca Simms (PI)

Last Updated: 6/11/2012 3:59 PM Protocol Type: Research or Teaching

History Attachments Ancillary Review Status Change Log Reviewer Notes

Activity Author Activity Date

|   |                       |                       |
|---|-----------------------|-----------------------|
| Study submitted for Veterinarian Review | Simms (PI), Rebecca M | 6/11/2012 3:59 PM EDT |
| Study Created                           | Stern-Crane, Lilli    | 3/30/2012 1:42 PM EDT |

My Activities

- Withdraw

- Current State and History has been updated to reflect the submission of the study application



## Requested Revisions

IACUC > 03/30/2012 Testing Session

**Current State**  
4 Changes Recommended By Veterinarian

**Study: 03/30/2012 Testing Session (IS00000089)**

**Additional Titles:**  
 Principal Investigator: Lillith Sternin-Crane      Secondary Study Contact(s): Cara Drake, Rebecca Simms (PI)  
 Last Updated: 6/20/2012 2:50 PM      Protocol Type: Wildlife

**History**    Attachments    Ancillary Review Status    Change Log    **Reviewer Notes**

| Activity  | Author                 | Activity Date         |
|---|------------------------|-----------------------|
| <span style="border: 1px solid red; padding: 2px;">Changes Recommended by Veterinarian</span> | Crane, Frasier         | 4/11/2012 9:44 AM EDT |
| <span style="border: 1px solid red; padding: 2px;">5 Reviewer Notes Logged</span>             |                        |                       |
| Assigned to Frasier Crane   | Crane, Frasier         | 4/11/2012 9:19 AM EDT |
| Study submitted for Veterinarian Review   | Sternin-Crane, Lillith | 4/11/2012 9:06 AM EDT |
| Study Created   | Sternin-Crane, Lillith | 3/30/2012 1:43 PM EDT |

**Pending Ancillaries**  
No Pending Ancillary Approvals

**My Activities**  
 Submit Study for Veterinarian Review  
 Submit for IACUC Review

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## Requested Revisions

History    Attachments    Ancillary Review Status    Change Log    Reviewer Notes

Filter by Type    Go    Clear    Advanced

| Type   | Reviewer      | Date Created       | Date Modified      |
|--|---------------|--------------------|--------------------|
| <input type="checkbox"/> Veterinarian Change Request<br>Jump To: 1.1 Study Identification<br>Note 1    | Frasier Crane | 6/12/2012 11:24 AM | 6/12/2012 11:24 AM |
| <span style="border: 1px solid red; padding: 2px;">Response Required! Click here to respond...</span>  |               |                    |                    |
| <input type="checkbox"/> Veterinarian Change Request<br>Jump To: 1.3 Personnel Certification<br>note 2 | Frasier Crane | 6/12/2012 11:24 AM | 6/12/2012 11:24 AM |
| <span style="border: 1px solid red; padding: 2px;">Response Required! Click here to respond...</span>  |               |                    |                    |

- Click the **Reviewer Notes** tab to see all the notes that were added
- Click the **Jump To** link to take you to the page of the application where the requested change needs to be made

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## Requested Revisions: 3 steps

### STEP ONE:

- Read the Requested Change placed on the page of the question.
- Complete the request on the application.
  - If a revised document needs to be uploaded, use the Upload Revision button.

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## Requested Revisions

### STEP TWO:

- Respond to the Reviewer Note.
  - Your response will turn green
- Some changes may add new pages with questions that need to be answered.
  - Click Continue through the rest of the application

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## Requested Revisions

**STEP THREE:**

- Once all changes have been made, Save and Exit the application.
- Under My Activities, click on Submit Study for Veterinarian Review or Submit Study for IACUC Review.
- Only the Principal Investigator can Submit to IACUC!!**

**Current State**

4. Changes Recommended By Veterinarian

**Pending Ancillaries**

Biosafety Reviewer

**My Activities**

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## IACUC Review States

- You can check the state of your study even when it is being reviewed by IACUC
  - IACUC Staff Review** - Being pre-reviewed by the IACUC Coordinator
  - Committee Review or Designated Member Review** - IACUC committee or designated member reviews study. Requests Revisions, issues or denies approval.
  - Prepare Correspondence** - Final stages of review, generating letter and setting approval period.

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## Study Workspace: Post-Approval

USF UNIVERSITY OF SOUTH FLORIDA **arc** Liith Stermin-Crane | My Home | Logout

Home - ARC Development - IRB Studies - IACUC - COI

IACUC > 3/30/2012 Testing Session

**Current State**

18. Approved

**My Activities**

**Template name**  
(Template: Approved)

**Study: 3/30/2012 Testing Session (IS00000087)**

Additional Titles: Revision testing  
 Principal Investigator: Liith Stermin-Crane  
 Secondary Study Contact(s): Rebecca Simms (PI)  
 Approval Date: 6/13/2012  
 Expiration Date: 6/13/2013  
 Protocol Type: Research or Teaching  
 Letter of Approval: None

**History** | Modifications | Continuations | Change Log

| Activity                            | Author               | Activity Date         |
|-------------------------------------|----------------------|-----------------------|
| Administrative Edit                 | Tortelli, Carla      | 6/13/2012 1:54 PM EDT |
| Ancillary Committees Updated        | Tortelli, Carla      | 6/12/2012 3:00 PM EDT |
| Submitted for IACUC Review          | Stermin-Crane, Liith | 6/12/2012 2:48 PM EDT |
| Changes Recommended by Veterinarian | Drake, Cara          | 6/12/2012 2:44 PM EDT |
| Reviewer Notes Logged               |                      |                       |
| Assigned to Reviewer Form           | Carla, Simms         | 6/13/2012 2:16 PM EDT |

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# Modifications

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## Notes about Submitting Modifications

- Separated into two categories
  - Amendment
  - Procedural Change
- Only one Modification request is allowed at any given time
  - Modification 1 must be approved, withdrawn or denied prior to submission of modification 2
- Written IACUC approval is required prior to implementing any changes

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## Modification SmartForm

Save | Print... CONTINUE >>

**Modification Request for IACUC Study**

Mod 1.1

- Only one modification request is allowed at any given time, i.e. Modification 1 must be approved, denied or withdrawn before Modification 2 can be created

1.1.1 Please select the appropriate modification type:

Amendment Amendments to existing protocols are limited to:

- A new or additional title
- A new or additional funding source other than federal or major agency sources
- A change in the certified research personnel other than PI
- Addition of another strain of the same species without a change in procedures or an increase in animal numbers
- An additional laboratory or a relocation of an existing laboratory for an approved activity outside of animal facilities

Written IACUC approval is required prior to implementing any changes.

Procedural Change Procedural changes can include any amendment topic mentioned above and any changes to the protocol which remain within the scope of the original research hypothesis, and involve the original species. Written IACUC approval is required prior to implementing any changes.

Clear

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## Modification Workspace

USF UNIVERSITY OF SOUTH FLORIDA arc Rebecca Simms (PI) | My Home | Logoff

Home - ARC Development IRB Studies IACUC COI

IACUC > Mod/Continuation Testing > Modification 1 for IACUC Study #S00000106

**Modification: Modification 1 for IACUC Study #IS00000106**

Principal Investigator: Rebecca Simms (PI) Secondary Study Contact(s): Rebecca Simms (PI)

Protocol Type: VA ACORP Modification Type: Procedural Change

Date Created: 6/8/2012 4:10 PM Date Submitted: Unsubmitted

History Attachments Reviewer Notes

| Activity             | Author                | Activity Date        |
|----------------------|-----------------------|----------------------|
| Created Modification | Simms (PI), Rebecca M | 6/8/2012 4:10 PM EDT |

My Activities

- Submit for Veterinarian Review
- Withdraw

## Approved Modification Workspace

IACUC > 3/30/2012 Testing Session > Modification 1 for IACUC Study #S00000087

**Modification: Modification 1 for IACUC Study #IS00000087 (IS00000087/IM1\_IS00000087)**

**18. Approved**

Description:

Principal Investigator: Lillith Stern-Crane Secondary Study Contact(s): Rebecca Simms (PI)

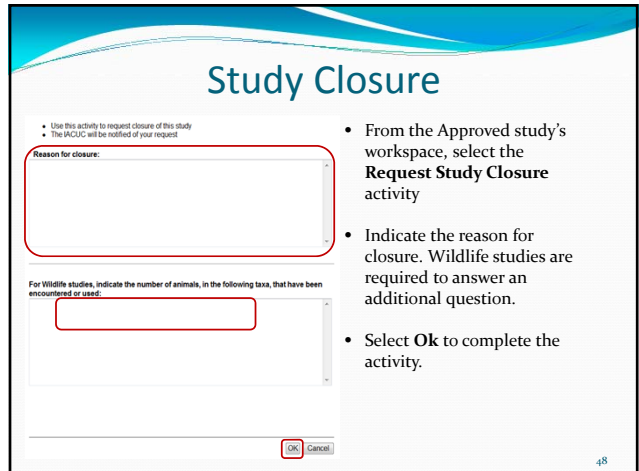
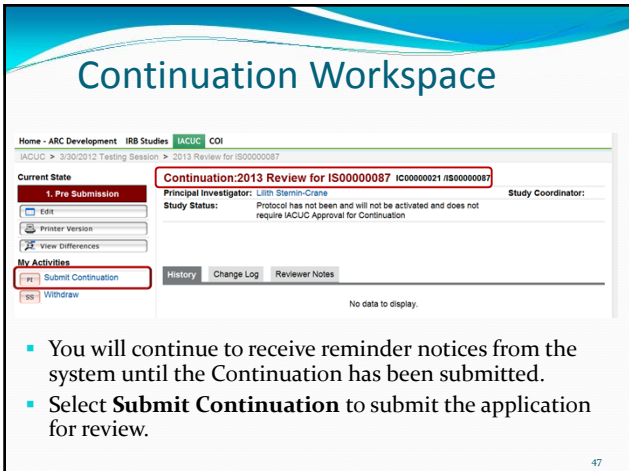
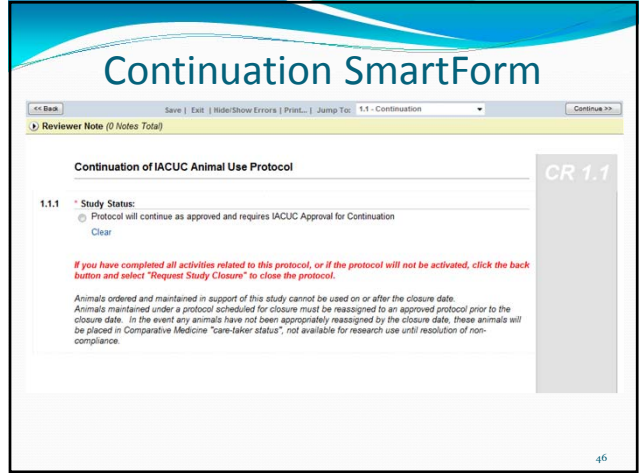
Protocol Type: Research or Teaching Modification Type: Amendment

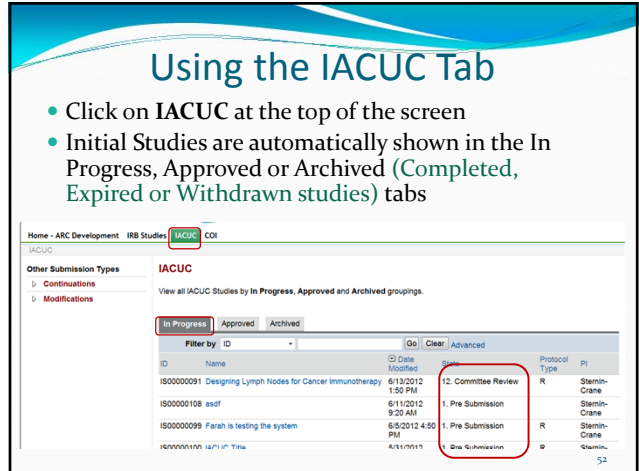
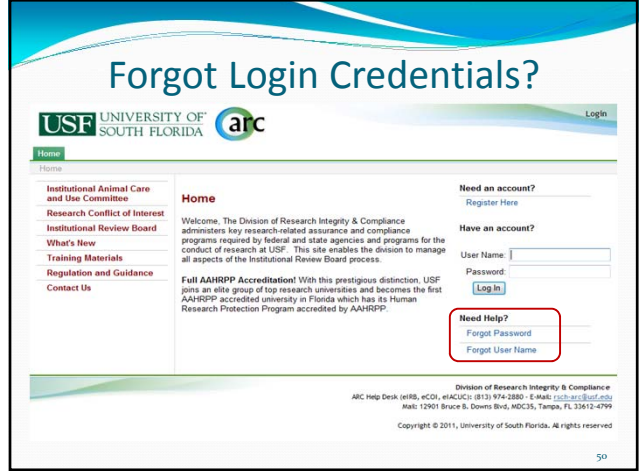
Date Approved: 6/14/2012 Letter of Approval: View

History Attachments

| Activity                   | Author                | Activity Date         |
|----------------------------|-----------------------|-----------------------|
| Approval Letter Sent to PI | Tortelli, Carla       | 6/13/2012 3:19 PM EDT |
| Amendment Submitted        | Stern-Crane, Lillith  | 6/13/2012 2:53 PM EDT |
| Created Modification       | Simms (PI), Rebecca M | 6/13/2012 2:43 PM EDT |

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## From IACUC tab

- Click Continuations or Modifications under **Other Submission Types** to show a list of those applications
- Similar to the initial studies, you can check the state of the subproject on this screen or click the **Name** link to reach the workspace

The screenshot shows the 'Continuations' page in the IACUC system. On the left, a sidebar menu has 'Continuations' selected under 'Other Submission Types'. The main content area shows a table of continuations. The table has columns for ID, Name, Date Modified, and State. One row is visible with ID 'IC00000021', Name '2013 Review for IS00000087', Date Modified '6/13/2012 3:33 PM', and State '1. Pre Submission'. A red box highlights the '1. Pre Submission' state. Another red box highlights the 'Continuations' link in the sidebar. A red arrow points to the 'Name' column header.

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## Important Tips

- All applications must be:
  - 1) **Completed (SmartForm)**
  - 2) **Submitted (Activity)**
- If an application is in your Inbox, it still requires your attention
- Remember to **Save**:
  - Save or Continue saves your changes
  - Back and Exit **do not save**

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## eIACUC Implementation Dates

- Soft Rollout: **Aug 15, 2012**
- Training Begins: **Summer 2012**
- Mandatory initial submissions: **Jan 1, 2013**

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## Important Information

- Access to ARC
  - <https://arc.research.usf.edu/Prod>
  - Need Help? Contact the ARC HelpDesk  
Call 813-974-2880 or email [RSCH-arc@usf.edu](mailto:RSCH-arc@usf.edu)  
Open 8 AM to 5 PM Monday through Friday
- Access to training
  - Demo Site for training and practice:  
<https://arcdev.research.usf.edu/Sandbox>  
Login: pi Password: 1234
  - Training Materials on ARC Homepage
  - Need to schedule a training?  
Contact Farah Moulvi at 813-974-0954

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