



Overview of E-IACUC

This guide will instruct you on how to navigate the eIACUC protocol management system (esupport.hms.harvard.edu/COMSIACUC/).

Understanding the eIACUC Inbox:

The eIACUC inbox, known as your Personal Page, lists the animal studies associated with your account. It is typically the first page you see when accessing eIACUC. From here you may:

- Create a **new protocol**.
 - For help, read the [E-IACUC Investigator Guide: Submitting a New Protocol](#).
- [Search](#) for a protocol or amendment to access its [workspace](#).
- Check the [status](#) of a study.

Understanding the Study Workspace:

The workspace is your access point for viewing the contents of a specific protocol or amendment. It allows you to perform certain actions to a study. From here you may:

- View the details described in the study application, known as the [SmartForm](#).
- View the study's approval letter generated by the system.
- Create an **amendment** to an approved protocol.
 - For help, read the [E-IACUC Investigator Guide: Submitting an Amendment](#).
- Generate a **three-year renewal** application.
 - For help, read the [E-IACUC Investigator Guide: Submitting a Three-Year Renewal](#).
- Check the [status](#) of a study.
- Withdraw a pending submission, or close an approved protocol.
 - We recommend you notify the IACUC Office first as these activities cannot be undone.

Understanding the SmartForm:

Record your animal work using the SmartForm. This must be submitted to the IACUC for review and approval before work may begin. Review this section to understand the different components of the application.

Understanding Your Submission Status:

Submitting a study initiates IACUC review. Each review step may require further changes to the submission. The Principal Investigator and a designated contact person will receive email notifications whenever changes are requested. However, you can always check the state of a submission within its [workspace](#), or from your [inbox](#).

The Inbox:

Your Personal Page lists the protocols and amendments associated with your account. The figure below identifies the key elements of your inbox:

The Top Navigator provides links to the major pages of the system such as the **My Inbox** and **Support** links. Use the **My Inbox** link to return to this page.

The **My IACUC** tab contains all the protocols with which you are associated.

Use the **Support** link to access other *E-IACUC Investigator Guides*. They provide instruction on how to submit studies, create amendments, respond to reviewer comments, etc.

The **State** of the study indicates the current step of the review process.

Select a protocol's **Name** to enter its workspace.

The **Inbox** tab contains the submissions requiring action from you or your team.

This list is dependent on the tab selected. The **Inbox** tab is the default list.

ID	Name	Date Created	Date Modified	Owner	State
IS00002660	Mouse Behavior Core "Control" Protocol	2/19/2019 10:07 AM	4/22/2019 3:08 PM		ORSP Preliminary Review
FOS_411111_19_1_M9	Follow-On Submission 9 for IACUC Study #20000159-3	3/15/2019 10:58 AM	4/22/2019 12:59 PM		Opportunity to Request FCR
IS00000852-3	Engineered Humanized Antigen Presenting Cell (APC) Development	3/4/2019 12:00 PM	4/22/2019 12:24 PM		Designated Member Coordinator Review
IS00000819-3	Dispersal of Cells for Single Cell Analysis of Primary Cells	2/26/2019 11:17 AM	4/21/2019 12:13 PM		Designated Member Coordinator Review
IS00000782-3	Mouse Studies of RNA Interference as an Anticancer Agent	2/26/2019 11:57 AM	4/19/2019 4:02 PM		Opportunity to Request FCR
IS00000919-3	HTC Mouse Cell Line Assay	4/16/2019 1:21 PM	4/16/2019 1:49 PM		ORSP Preliminary Review
IS00000800-3	Link, Information, and Health Center (17197)	3/26/2019 10:22 AM	4/16/2019 11:26 AM		ORSP Preliminary Review
IS00000887-3	Mouse Medical Studies in Epidemic Infection, and Health Action (14776)	3/26/2019 9:35 AM	4/16/2019 11:24 AM		ORSP Preliminary Review
IS00000740-3	Cell Biology of the Retina	1/18/2019 11:27 AM	3/29/2019 11:18 AM		Designated Member Coordinator Review
IS00000746-3	Antiviral Treatment and Validation of Antiviral Therapy	1/18/2019 2:33 PM	3/29/2019 11:07 AM		Designated Member Coordinator Review
IS00000627-3	Pre- and Anti-Inflammatory Mechanisms of Trauma to Organ and Tissue	2/1/2019 5:28 PM	3/29/2019 11:05 AM		Designated Member Coordinator Review
IS00000761-3	Delayed Mouse Development	2/4/2019 4:47 PM	3/27/2019 12:20 PM		Designated Member Coordinator Review
IS00000751-3	Cell Biology of the Retina	2/14/2019 11:20 AM	2/24/2019 3:54 PM		Designated Member Coordinator Review
IS00002490	Cell Biology of the Retina	10/10/2018 9:57 AM	2/22/2019 11:28 AM		ORSP Review

Search Tips:

Use the search bar to find a specific study:

- Select the appropriate tab from which you would like to search, such as the **My IACUC** tab or the **Inbox** tab.
- Decide what to search for using the drop-down menu to the left of the search bar. The **ID** option will narrow the search to just protocol numbers. The **Name** option will narrow the search to just protocol titles.
- Begin your search. You may also type **%** as the wildcard symbol before your search term to expand the results. For example, using **Name** as the filter option, typing “%mouse” allows the system to return any record that contained the word mouse in the protocol title.
- Select the **Clear All** option to start over.

The Workspace:

This page is your access point for viewing the contents of a specific study. The figure below identifies the key elements of a workspace:

HARVARD MEDICAL SCHOOL

Select the **Breadcrumb** icon to track your movement through a protocol's hierarchy. For example, if you are within an amendment's workspace, then use this to return to the protocol's workspace instead.

» My Inbox IACUC COMS

Current State

Pre Submission

Edit Animal Study

View Versions

Print Preview

Select the **Edit/View Animal Study** button to access the protocol/amendment application.

Description:

The goal of this project is to focus on systemic and/or metabolic regulation of neural homeostasis and chronic diseases such as OAD, MDD, Parkinson's, regulatory systems. These organellar products of the nucleus function in a complex, interdependent regulatory network. Our goal is to determine how such organellar function affects cellular homeostasis.

We use multiple mammalian tissue models for our studies, including mice with neural genes of interest conditionally knocked out. The use of these complete gene knockdown mice is made possible by the Cre/LoxP system that allows for tissue-specific gene expression and the availability of tissue-specific promoters and enhancers. We use multiple mouse models in order to knock down genes in a tissue and show causality of the phenotype. Moreover, some Cre lines not only remove Cre in a specific tissue, but also excise transgene when the gene is ubiquitously expressed. The importance of this model is that it allows us to study the effects of the gene knockout mice are fully developed.

Our mice are used in a number of experimental protocols: Single-cell induced library (SIL) and 2D microscopy and used to challenge mice with a metabolic phenotype and to measure neuronal homeostasis and genetic analysis, including gene and protein expression. Cells from mammalian mice are used for primary cultures in order to confirm in vitro.

Principal Investigator: Ronald Davis

Contact Person: Shawn Barry
Contact Person Phone: 617-497-7170
Contact Person E-mail: shawn_barry@hsph.harvard.edu

Last Updated: 4/19/2019 10:20 AM

Funding Source(s): SIRIUS/1074-07 PFI residents and research support
Previously Approved Study: Tissue Specific Endocrine B
SIRIUS/Procurement #

Highest Pain Category: D
Has Exemption: No
Is Three Year Review: Yes

The diagram provides an overview of the IACUC review process. Its progress changes based on the submission's **current state** indicated in the upper left-hand corner.

The **Reviewer Notes** resource tab summarizes the IACUC review questions. You may respond to these questions either directly from this tab, or within the application itself.

Your available actions are based on the current state of the submission. For example, the **Submit Changes** activity appears if the submission requires an action from you or your team during IACUC review.

My Activities

Submit Study

Withdraw

Copy Submission

Create Printable Packet

Pre-Submission → Pre Review → IACUC Review → Post Review → Review Complete

Changes Required

Changes Required

Changes Required

Changes Required

Animal Information | Procedures | History | Personnel & Training | Attachments | Pre Review Status | Change Log | Reviewer Notes | Safety

Animal Information

Genus/Common Name: Mus/Lab Mouse
Animals used in study (over three years): 8130

The **History** resource tab summarizes all of the actions taken on the study. It also stores documents associated with the study such as approval letters and printable applications.

Resource Tabs:

The Resource Tabs organize the contents of this page. Some are dependent on the submission type and its state. For example, an approved protocol includes the **Amendments** resource tab, which catalogues all of the amendments associated with it. You can access an amendment's workspace from here.

The SmartForm:

The online application is divided into multiple pages, customized to your animal work.

You Are Here: TBD

« Back Save Exit Hide/Show Errors Print Jump To Continue »

TBD (IS00000007)

Animal Usage
Indicate all procedure types which will be included in this study. The boxes checked on this page will determine the subsequent branching/available views for this study.

See HELP bubble for examples to help categorize your procedures.

- Breeding
- Behavioral Testing
- Changes in Environment, Food, Fluid
- Use of Genetically Modified Animals
- Forced exercise
- Imaging
- Immunization/Antibody Production (With or Without Adjuvants)
- Prolonged Restraint
- Surgery (Non-Survival)
- Surgery (Survival)
- Tissue or Fluid Collection (Non-Surgical)
- Tumor Growth/Induction
- Other Procedures - Not Painful/Distressful
- Other Procedures - Painful/Distressful (Includes Induction of Illness)

« Back Save Exit Hide/Show Errors Print Jump To Continue »

Each page covers a specific aspect of your study.

There are general pages that all investigators need to answer. However, other pages are generated based on the type of work you will be performing.

For instance, the **Animal Usage** page of the SmartForm asks you to identify the elements of your study. If you checked-off that animals will undergo survival surgeries, then the system will include the “Surgery (Survival)” page for you to fill out.

You Are Here: TBD

« Back Save Exit Hide/Show Errors Print Jump To Continue »

TBD (IS00000007)

Funding Source(s)

* Do you have an external grant associated with this research?
All species, animal numbers, administered agents, and procedures performed on live animals described in the grant(s) must be reflected in an approved animal protocol. Include grants for any custom antibodies used.

Yes No [Clear](#)

« Back Save Exit Hide/Show Errors Print Jump To Continue »

Similarly, the pages themselves may generate additional questions based on your answers.

You Are Here: TBD

« Back Save Exit Hide/Show Errors Print Jump To Continue »

TBD (IS00000007)

Funding Source(s)

* Do you have an external grant associated with this research?
All species, animal numbers, administered agents, and procedures performed on live animals described in the grant(s) must be reflected in an approved animal protocol. Include grants for any custom antibodies used.

Yes No [Clear](#)

* Select the funding source(s).
To search for your grant, click the "Add" button, filter by Investigator, and search by the Grant PI's last name using the percent sign as a wild card (e.g. %Smith).

...

Grant Number	Status	Title	PI Sponsor	Primary Sponsor	Primary Sponsor Award Number
There are no items to display					

I cannot find my grant in the database.

* Attach the Vertebrate Animals, Methods, or equivalent section:

[+ Add](#)

There are no items to display

My grant does not have a Vertebrate Animals, Methods, or equivalent section.

« Back Save Exit Hide/Show Errors Print Jump To Continue »

If you indicated that an external award is funding your animal work, then the system will ask you to provide more information.

The SmartForm (Continued):

The different elements of the SmartForm are explained below:

You Are Here: TBD

Navigation: << Back | Save | Exit | Hide/Show Errors | Print | Jump To | Continue >>

The top and bottom of each SmartForm page allows you to perform certain actions related to the application:

- Select **Back** to return to the last page you were on.
- Select **Save** to save your progress. Save often.
- Select **Exit** to leave the SmartForm.
- Select **Hide/Show Errors** to identify aspects of your SmartForm that require your attention. An “error” occurs if mandatory sections of the application are not answered or answered incorrectly.
- Select **Print** to generate a printable version of the current page.
- Select the **Jump To** drop-down menu to navigate to a specific page of the SmartForm.
- Select **Continue** to proceed to the next page of the SmartForm.

*** Protocol Title:**
1.0 ← Some fields are text boxes. Type your answer into these fields.

*** Genus (Common Name):**
2.0 ← Some questions may be answered with a drop-down menu instead. There is usually an “Other” option available, which you may choose if all other options are not appropriate. A text box will appear below the menu to clarify your answer.
3.0

- ▼ Mus/Lab Mouse
- ▲ Cavia porcellus/Guinea Pig
- Chiroptera/Bat
- Chlorocebus/African Green Monkey
- Chlorocebus/Vervets
- Columba/Pigeon
- Cricetinae/Hamster
- 3.0 Danio rerio/Zebra Fish
- Didelphidae/Opossum
- ... (Other)

 ← Other fields open pop-up windows with more advanced search functionality. Be sure to select the **OK** button to record your answers.

Key Personnel:
Key personnel are any lab members who will have contact with or exposure to animals.
 ...

4.0 **Select One or More Persons - Mozilla Firefox**
https://esupport.hms.harvard.edu/COMSIAC/ 80%
Select One or More Persons
Filter by: Last Name | %deconti | Go | Clear | Advanced
Last Name | First Name | Email
DeConti | Jason | jason_deconti@hms.harvard.edu
OK | Cancel

Navigation: << Back | Save | Exit | Hide/Show Errors | Print | Jump To | Continue >>

The SmartForm (Continued):

Some of the SmartForm pages will organize your study information within pop-up windows. This helps reduce clutter when navigating the application. For example:

Behavioral Testing

List any experiments on alert animals, behavioral control, or analysis of behavior

Specify each behavioral procedure:

+ Add ← Select the Add button to describe a procedure or aspects of the procedure related to that page. This will open a pop-up window for you to fill out. Be sure to select the OK button from the pop-up window to record your answers.

1.0	Procedure Name	USDA Pain Category
	EMPreSS modified SHIRPA	C
	Forced swim test	E

* List all location(s) where behavioral studies will take place:

+ Add ← The procedures you create will be listed here. Select the procedure's name to edit or view your information.

2.0	Facility	Room Number
	School of Public Health 2 (HSPH 2)	G18

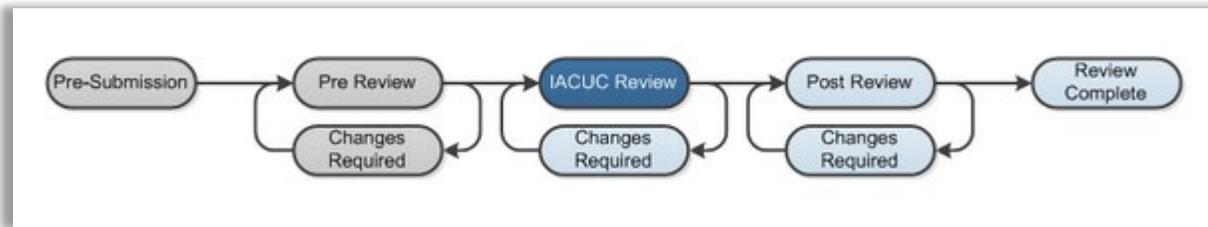
Update ← Alternatively, you may need to select the Update/View button instead.

Note: Some information may be pulled-in from other pages, preventing edits. You must navigate to the SmartForm page where this information was originally described to make changes.

« Back Save Exit Hide/Show Errors Print Jump To ▾

IACUC Review Status:

Submitting a protocol or an amendment initiates IACUC review. The diagram below outlines the overall review process while the table below defines each submission state in more detail:



	CURRENT STATE OF SUBMISSION	
	UNDER REVIEW	REQUIRES ACTION FROM THE LAB
PRE SUBMISSION		Pre Submission: The protocol or amendment has not been submitted for review yet. Read the applicable E-IACUC Investigator Guides for help.
PRE REVIEW	ORSP Preliminary Review / ORSP Review: The IACUC Office is screening the submission for missing information, and is reviewing aspects of the study that can be approved administratively.	Changes Required by ORSP Preliminary Review / Changes Required by ORSP: You or your team needs to respond to the IACUC Office's questions or concerns.
	Veterinarian Review: An assigned member of the veterinary staff is reviewing the clinical aspects of the submission.	Changes Recommended by Veterinarian: You or your team needs to respond to the veterinarian's comments.
IACUC REVIEW	Opportunity to Request FCR: The committee has up to 2 days to evaluate the submission and determine if it needs to be discussed at a convened meeting, or if it can be reviewed by a designated IACUC member.	
	Designated Member Review: The IACUC Chair has assigned the submission to 1-2 designated members to review.	Clarification Requested (Designated Review): You or your team needs to respond to the IACUC member's questions or concerns. At this time, you may also need to respond to any ancillary questions from interested parties such as EH&S, COMS, HCCM, etc.
	Full Committee Review: At least one member has requested the submission be reviewed at a convened meeting. These meetings roughly occur once a month.	Modifications Requested by IACUC: You or your team needs to modify the submission before it can be considered for approval. Depending on the committee's deliberation the submission may need to go back to a convened meeting, or reviewed by a designated member instead.
POST REVIEW	Designated Member Coordinator Review: The IACUC member has submitted their review. The IACUC Office may be collecting additional information from ancillary groups at this time.	Clarification Requested (Designated Review): You or your team needs to respond to any final request from the IACUC Office or other ancillary groups.