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:

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:

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.

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.

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

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:

![SmartForm UI with annotations]

- **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.

Some fields are text boxes. Type your answer into these fields.

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.

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

![Diagram of IACUC review process]

<table>
<thead>
<tr>
<th>CURRENT STATE OF SUBMISSION</th>
<th>UNDER REVIEW</th>
<th>REQUIRES ACTION FROM THE LAB</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRE SUBMISSION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre Submission:</td>
<td>The protocol or amendment has not been submitted for review yet. Read the applicable E-IACUC Investigator Guides for help.</td>
<td></td>
</tr>
<tr>
<td><strong>PRE REVIEW</strong></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>Veterinarian Review: An assigned member of the veterinary staff is reviewing the clinical aspects of the submission.</td>
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<tr>
<td>Changes Recommended by Veterinarian: You or your team needs to respond to the veterinarian’s comments.</td>
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</tr>
<tr>
<td><strong>IACUC REVIEW</strong></td>
<td>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.</td>
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<tr>
<td>Designated Member Review: The IACUC Chair has assigned the submission to 1-2 designated members to review.</td>
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<tr>
<td>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&amp;S, COMS, HCCM, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Committee Review: At least one member has requested the submission be reviewed at a convened meeting. These meetings roughly occur once a month.</td>
<td></td>
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<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>POST REVIEW</strong></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Clarification Requested (Designated Review): You or your team needs to respond to any final request from the IACUC Office or other ancillary groups.</td>
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