

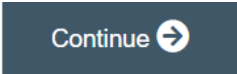

IACUC Quick Reference Guide



Creating a Team Procedure

1. Log into Huron Research Suite, <https://GRAMS.IACUC.untsystem.edu>
2. Select "IACUC", and from the Submissions page, select the research team to which you want to add a team procedure:

3. Select "Create Procedure" from the left navigation.

4. Fill in the fields on the "Creating New: Procedure" smartform. All fields with a red asterisk are required. Click the  button to complete all the smartform pages. Select the  button when you are done.
5. The Team Procedure has been created and will display under the Procedures tab with a scope of "Team".
6. To copy an existing team procedure to another one of your research teams, select from the "Actions" activity and select "copy procedure".

Dashboard Facilities Grants IACUC

Submissions Standard Library Concerns Meetings Reports Help Center

... > IACUC > Simms Research Team

Active TEAM00000461
Simms Research Team
 Principal investigator: Rebecca Simms (pi)
 Phone: 503.123.4722
 E-mail: pi@hurontest.com

Next Steps

Edit Research Team

Create Protocol

Create Procedure

Create Substance

Submissions Procedures Substances History Research Team Contacts Archived Procedures Archived Substances Training

Filter by Name Enter text to search

Name	Execute Activity	Date Modified	State	Version	Species	Procedure Type	Scope
Administer Xylazine	Actions	7/20/2021 10:18 AM	Active	1	Mouse	Substance Administration	Team
Analgesia for major procedure	Add Comment	AM	Active	2	Mouse	Substance Administration	Standard
Anesthesia	Copy Procedure		Active	1	Mouse	Substance Administration	Standard
CO2 Euthanasia followed by CD	Archive Procedure	AM	Active	1	Mouse	Euthanasia	Standard
Observation of Social Interaction	Actions	7/19/2021 3:16 PM	Active	1	Mouse	Behavioral	Standard
Tail snip collection	Actions	7/15/2021 12:00 AM	Active	3	Mouse	Tissue/Blood Collection	Standard

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Fill in the new procedure information including the new procedure name and the research team you want to copy it to. Fill in the additional fields on the smartform pages. Click "OK".

- From the Submissions page, go to the Research Team that you are copying the procedure for and find the copied procedure under the "Procedures" tab.

Dashboard Facilities Grants IACUC

Submissions Standard Library Concerns Meetings Reports Help Center

... > IACUC > Submissions

Submissions

Create Concern

Create Research Team

Create Protocol

Research Teams In-Review Active Archived All Submissions

Filter by Name Enter text to search

Name	Investigator
Rebecca Simms Team	Rebecca Simms (pi)
Simms Research Team	Rebecca Simms (pi)
Watson Research Team	Rebecca Simms (pi)

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Dashboard Facilities Grants IACUC

Submissions Standard Library Concerns Meetings Reports Help Center

... > IACUC > Watson Research Team

Active TEAM00000462
Watson Research Team
 Principal investigator: Rebecca Simms (pi)
 Phone: 503.123.4722
 E-mail: pi@hurontest.com

Next Steps

Edit Research Team

Create Protocol

Create Procedure

Create Substance

Submissions Procedures Substances History Research Team Contacts Archived

Filter by Name Enter text to search

Name	Execute Activity	Date Modified
Administer Xylazine to Watson		7/20/2021 10:36 AM
Analgesia for major procedure	Actions	7/7/2021 10:58 AM

- Open the copied procedure and select "Edit Procedure" to adjust the procedure for this team.