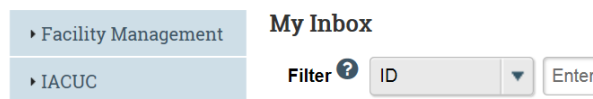


IACUC Quick Reference Guide



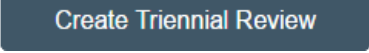
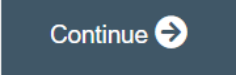
Creating a Triennial Review

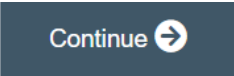
1. Log into Huron Research Suite, <https://GRAMS.IACUC.untsystem.edu>
2. Click on the IACUC navigation tile:



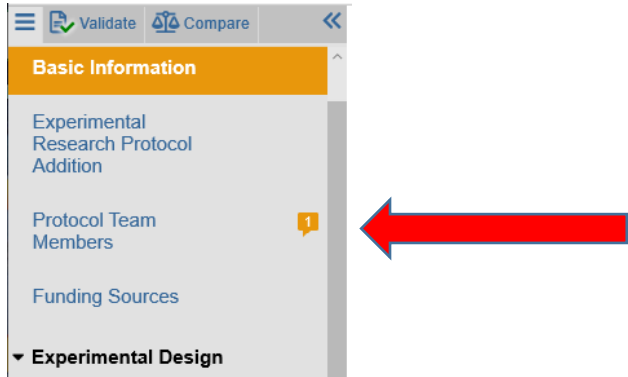
3. Select the “Active” tab to list the protocols that are currently approved that you have permissions to modify. Open the desired protocol by clicking on the name of the protocol you wish to renew through the triennial review process.




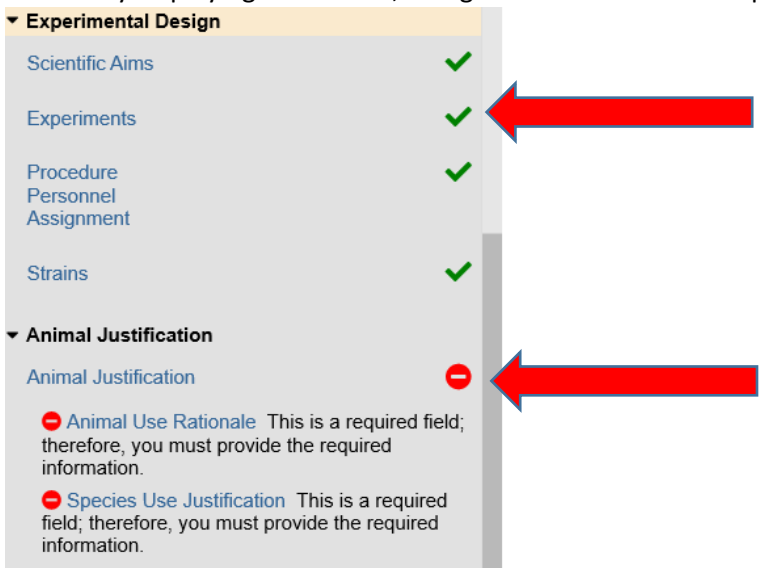
4. Select the  button on the left side of the screen.
5. Read the Triennial Review Introduction and to submit the triennial review, click the  button.
6. Answer the questions for the Triennial Review Summary and click the “Continue” button.
7. Huron Research Suite will present a copy of the current protocol for you to review. Navigate through each section, updating as needed to describe the research for the next three years. These can include revisions to Scientific Aims, experiments, procedures, strains, etc.




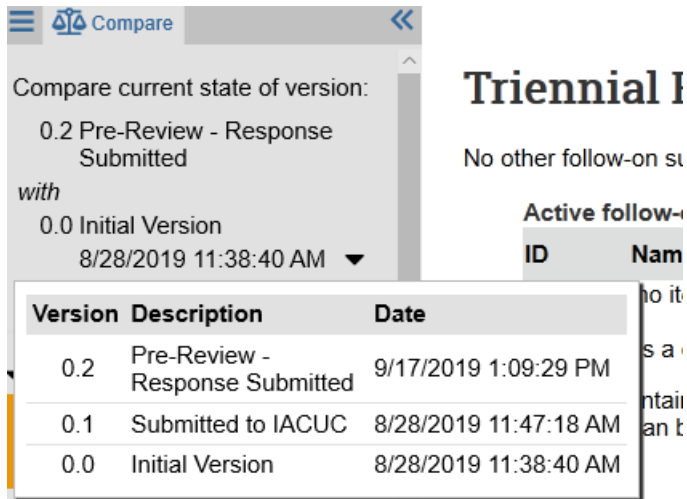
Clicking the **Continue** button will save and navigate to the next screen, or use the navigation panel on the left of the screen to navigate to a specific section.



8. Select the  option to display all required questions, and indicate if a response is still needed by displaying a red circle, or a green check mark if complete.



9. The  Compare option will display how the submission has changed over time. Essentially a tracked changes view. You can select which versions to compare to see how the protocol has evolved.



Compare current state of version:
 0.2 Pre-Review - Response Submitted
 with
 0.0 Initial Version
 8/28/2019 11:38:40 AM

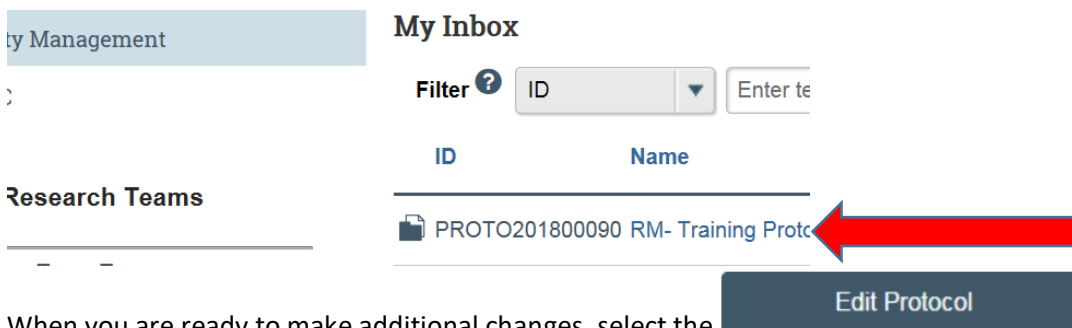
Version	Description	Date
0.2	Pre-Review - Response Submitted	9/17/2019 1:09:29 PM
0.1	Submitted to IACUC	8/28/2019 11:47:18 AM
0.0	Initial Version	8/28/2019 11:38:40 AM

Additions are shown in green highlighted text, deletions red strike through.

10. Click the “Save” button at any time to save your progress. This will allow you to save the started work and then return to complete it at a later date.



11. If you had to leave the document and come back to it, you will find it on the Dashboard in “My Inbox” when you log into Huron Research Suite. Clicking the title of the submission will open the workspace.

My Inbox

Filter [?] ID Enter text

ID	Name
PROTO201800090	RM- Training Protoc

[Edit Protocol](#)


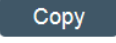
12. When you are ready to make additional changes, select the [Edit Protocol](#) button on the left side of the screen to open the protocol forms to permit additional modifications. The system will bring you back to where you left off.

13. If you will require additional animals or species for your protocol, they must be assigned to an experiment on the experiments page. If there are more animals needed for an existing experimental aim, clicking that experiment will allow revisions to that aim.

Name	Species	USDA Count	Pain Category	Common
Aim 1	Mouse	no 75	B: 0 C: 75 D: 0 E: 0	Imag procedu
Aim 2			B: 0 D: 0 E: 0	Surv pump in:

If it is a new experimental aim, or a new species to be added, a new experiment must be added.

NOTE: Huron Research Suite limits a single species for each experiment. However there are no limits to the number of experiments that can be described by a protocol. To add a new

experiment, select the  button at the top of the table, or, if most of the procedures will be the same, you can click the  button for an existing experiment and revise it as needed.

14. Huron Research Suite will remind you if a required question has not been answered, or if the numbers do not tally correctly by displaying red warning messages at the top of the screen or by the specific question:

Add Background Strain

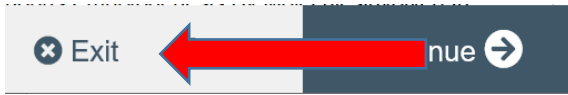
Could not update due to one or more errors:
Questions 3 to 5 are required if the species is a genetically modified s

1. * Strain:

15. If the renewal adds or removes experiments, Huron Research Suite will automatically update the Animal Justification pain category section to reflect the total number of animals indicated by each experiment. Animals that are used in more than one experiment need to only be counted once, so be sure to revise the 'Adjusted Animal Count' field to reflect any reuse of animals. In the example shown below, 25 animals used in the first experiment are moved into the second experiment that requires 150 animals to achieve significance. While the experiments outline 175 animals, only 150 will need to be ordered or generated by breeding.

Animals Identified in Experiments	Adjusted Animal Count
0	0
175	150

16. Continue making any changes or additions needed to the submission. When complete, select “Exit”.



17. Click the “Submit” option on the left side of the screen to send the triennial submission to the IACUC for review. **NOTE: Only the PI can select the “Submit” option.**



18. For information on how to view the status of the submission please refer to “Checking the Status of an IACUC Submissions”.
19. For information on how to view and respond to questions raised by the committee please refer to “Viewing and Responding to IACUC Reviewer Notes”.