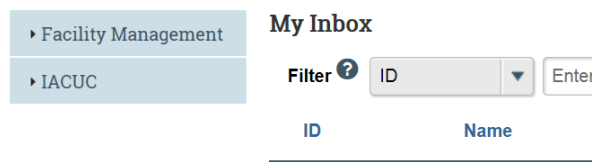


# IACUC Quick Reference Guide

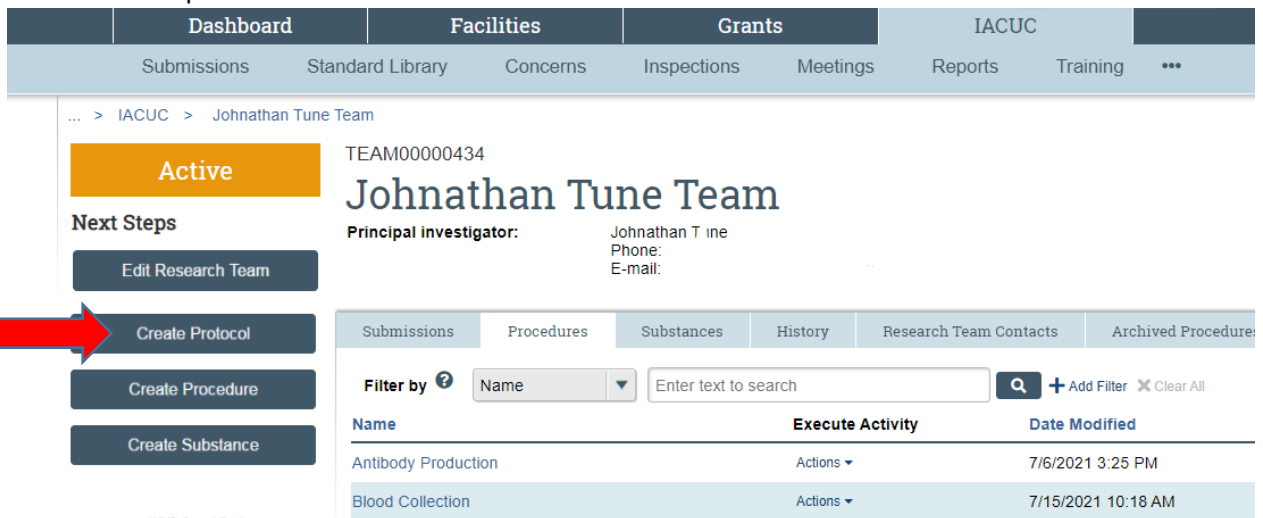


## Creating a New Protocol

1. Log into Huron Research Suite, <https://GRAMS.IACUC.untsystem.edu>
2. Select the IACUC navigation tile to display the Submissions page:

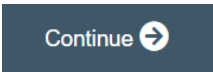


3. Be sure the research team has been created (See Creating a Research Team quick reference guide).
4. Be sure a substance form has been created for each substance to be used (See Creating a Team Substance quick reference guide).
5. Review standard procedure forms and create any lab specific procedure forms needed for the new protocol (See Creating a Team Procedure quick reference guide).
6. Select the Research team tab to display all research teams to which you are a member, and select or create a new research team.
7. Click the “Create Protocol” button found on the left side of the screen. This will activate the Protocol workspace.




8. If you have not selected a research team before you click the “Create Protocol” button, you will be asked to select a research team for that protocol.

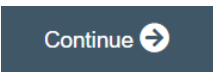
- Huron Research Suite will display a series of questions for the protocol. The first seven questions are basic questions relevant to all protocols. The answers provided to these questions will activate additional questions relevant to the type of work proposed by the protocol.

Answer all questions, clicking the  button found on the bottom of the page to progress through the form.

- Click the “Save” option at the bottom right of the screen 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.

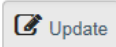



- Huron Research Suite will auto populate the staff to list on the protocol from your research team created previously (see step 3 above). Additional staff that are not in the research team can be added by simply clicking the  button found at the top of the Protocol Team Members section and selecting the additional staff needed. Huron Research Suite also permits the addition of staff that are external to the institution that will be working under the protocol.

- Clicking the  button will navigate to the next screen or use the navigation pane on the left to navigate to a specific section. Please note, the application does not need to be completed in order, by a single person, or in one sitting. Click the “Save” option at the bottom of the screen 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.

- Huron Research Suite uses a building block format to detail the experiments proposed for a protocol. A separate reference sheet has been created to assist with how to complete an experiment in Huron Research Suite.

- One benefit of Huron Research Suite is that the application will automatically tally the number of animals needed by each experiment, and present the totals on the Animal Justification page. In some cases, it may be necessary to adjust this number, usually for animals that may be used

for more than one experiment outlined in the protocol. Clicking the  option at the left end of the specific row, will permit the number of animals to be adjusted to account for the re-use of the animals.

- Huron Research Suite also assists with the completion of the literature search needed for a protocol. The system will present, in the drop down list selectable, all the potentially painful or distressful procedures indicated by the experiments tab. Select the  button to select each procedure, and indicate the database, key words used and date the search for alternatives was conducted. Repeat for all the potentially painful or distressful procedures.

16. Huron Research Suite will remind you if a required question has not been answered red warning messages at the top of the screen, or at the location of each required question that is missing information:

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:

Finish

17. Once all required questions have been completed, be sure to click the **Finish** button.
18. Huron Research Suite will direct you back to the protocol workspace. There are several options available from this workspace on the left hand navigation:
- Submit**- A validation check will run once a protocol is submitted. If any errors need to be corrected prior to submitting the protocol, a list will be presented and allow you to go directly to correct the error. If no errors are found the system will present a certification page for the PI to review, add comments, supporting documents, and submit for Pre-Review by selecting the **OK** button.
  - Assign Primary Contact** – Select a new primary contact to receive all communications from the IACUC.
  - Assign PI Proxy** – Assign a proxy to the PI if needed.
  - Manage Guest List** – Allow additional people to view the submission.
  - Manage Ancillary Reviews** - Identify others who should provide additional review.
  - Manage Related Safety Protocols** – Identify related safety protocols to facilitate confirmation of review and approval by the IBC for biological agents, and high hazardous chemicals.
  - Add Comment** – Submits a comment to others and is recorded in the history log.
  - Discard** – Discarding the submission will permanently remove the submission.
  - Copy Submission** – Copy the submission to create a new submission with the same PI.
19. Once the Protocol is submitted, it moves into the review process. The status can be viewed at any time during the review process (see Checking the Status of IACUC Submissions quick reference guide).
20. The IACUC will review the protocol. They may request clarification or require modifications in order to secure approval. These concerns will be entered on the respective pages of the submission for the PI to address (see Viewing and Responding to IACUC Reviewer Notes quick reference guide).