

IACUC Quick Reference Guide



Viewing and Responding to IACUC Reviewer Notes

1. Log into Huron Research Suite, <https://GRAMS.IACUC.untsystem.edu>
2. From your Dashboard, select the submission requesting clarifications or modifications displayed in “My Inbox”:

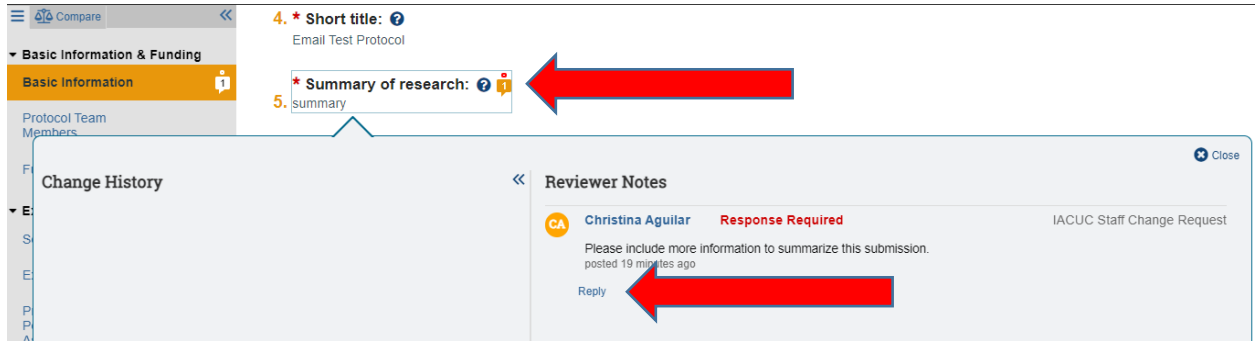
The screenshot shows a navigation bar with 'Dashboard', 'Facilities', 'Grants', and 'IACUC'. Below is a 'Page for Rebecca Simms (pi)' with a 'Create' button. A 'Recently Viewed' sidebar on the left shows a list of items, with a red arrow pointing to 'IPROTO202100000215: Email Test Protocol'. The main 'My Inbox' area has a search bar and a table with columns 'ID' and 'Name'. The table contains two entries: 'IPROTO202100000215 Email Test Protocol' and 'TR202100000008 Triennial Review for IPROTO202100000140'.

3. Huron Research Suite will present the protocol workspace for the submission in review. There are a few ways to review the submission, however the easiest is by selecting “Edit Protocol” or “View Protocol” on the left side of the screen (depending on your role).
4. From the smartform, the left side navigation panel will display areas that need clarification, or show that comments have been entered for your consideration.

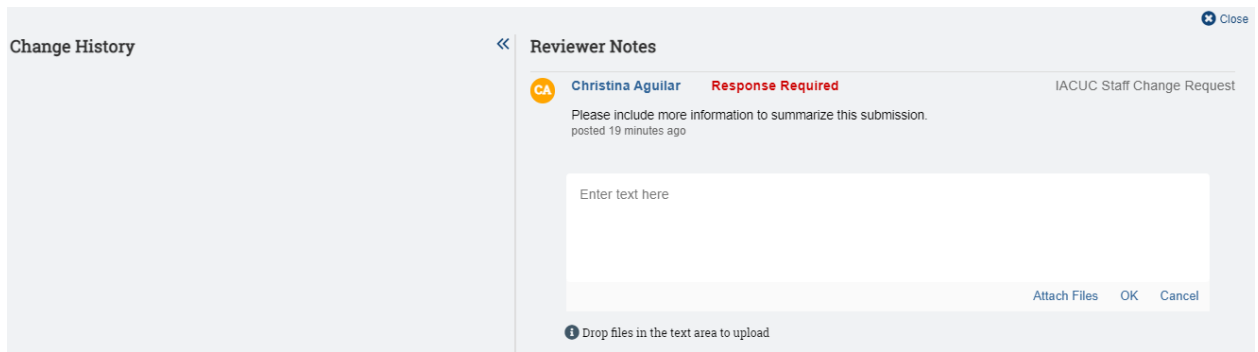
The screenshot shows a vertical navigation sidebar with sections: 'Basic Information & Funding' (with a notification badge '1'), 'Experimental Design' (with a notification badge '2'), and 'Strains' (with a notification badge '1'). The 'Basic Information & Funding' section is expanded, showing sub-items: 'Basic Information', 'Protocol Team Members', and 'Funding Sources'.

5. Clicking on the message box will take you to the section where the committee has questions or needs clarifications. Comments can be found either at a specific question, or occasionally at the top of the page. Comments on the page tend to be used for more general comments or clarifications that may not require any revisions to the submission itself.

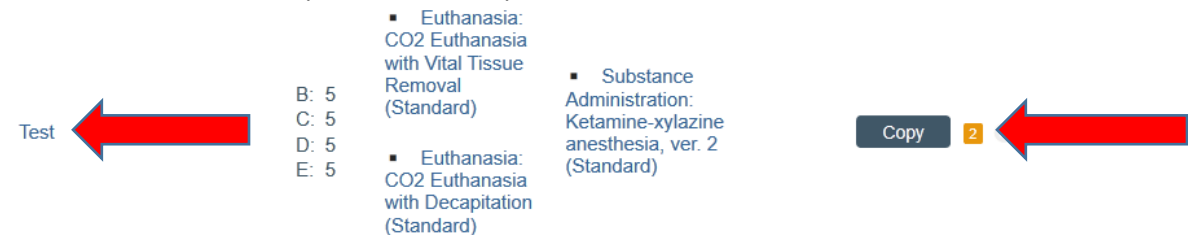
- Clicking on the comment box in the protocol will open the reviewer notes window. From here you can see the comment entered by the IACUC, and you can provide a response by selecting “Reply” below the comment.



- Comments and their responses will remain ‘threaded’ in a submission. Reviewers can provide attachments to a comment to better illustrate what they would like to see. Similarly the PI can attach information to respond to a comment, if it will help to clarify the issue. The left side of the screen will also display how that question response has changed during the course of the review.




- You can continue to revise the response or add additional responses as needed to address the concern until the thread is resolved. Clicking “Close” at the top right of the comment window to minimize the thread to allow for navigation to the next concern.
- If there are comments on a particular experiment, the comment box is found at the far right for that experiment. Click on the name of the experiment in order to activate the experiment slide in to see the comments specific to that experiment.



- Click the save option at the bottom right of the screen at any time to save your progress. This will allow you to save your work and then return to complete it at a later date.



A dark blue rectangular button with a white 'x' icon and the text 'Exit' in white.

11. When all items requiring a response have been addressed, click the  button.
12. You must select “Submit Response” from the left side of the screen so that the revised submission can be reviewed by the committee.
13. If changes are needed before the committee completes the review, clicking the “Withdraw” option will retract the submission from the review process to allow edits. **NOTE:** It is suggested to contact the IACUC Coordinator assigned to your submission prior to taking this path in the event the submission is close to approval to avoid restarting the review cycle. A withdrawn submission can be resubmitted at a later date, with the review process starting anew.



14. If the submission is no longer needed, select “Discard”. **NOTE:** Discard will archive the submission and it can no longer be submitted for IACUC review consideration.
15. The “Copy Submission” option will allow the creation of a copy of the protocol. This copy can be modified and submitted for IACUC review. Copies are not automatic approvals. The copy must still go through the regular IACUC review process.