

eIACUC Program User Guide:

Table of Contents:

- A. [For Assistance](#)
- B. [A Note on Web Browsers](#)
- C. [Log In to eIACUC](#)
- D. [Home Page](#)
 - 1. [Start New Animal Protocol](#)
 - 2. [Access Existing Animal Protocol](#)
- E. [Protocol Summary Page](#)
- F. [Navigating the Program](#)
- G. [Answering Animal Protocol Questions](#)
 - 1. [Help Icons](#)
 - 2. [Dropdown Fields](#)
 - 3. [Check Boxes](#)
 - 4. [Keyboard-Only Entry](#)
 - 5. [Text Fields](#)
 - 6. [Repeated Question Sets](#)
- H. [Personnel Sections](#)
- I. [Drug Administration Table](#)
- J. [Attachments to the Animal Protocol](#)
- K. [Submit your Animal Protocol](#)
 - 1. [Error Check](#)
 - 2. [Submit to IACUC](#)
 - 3. [IACUC Review Process](#)
- L. [Assurances](#)
- M. [Personnel Authorizations](#)
- N. [Amendments](#)

A. For Assistance

If, at any time, you encounter difficulty completing the Animal Protocol form or have questions regarding the content or the functions of the web form that are not addressed by this User Guide, please contact the Office of the IACUC at iacuc@uiowa.edu or 335-7985.

B. A Note on Web Browsers

The eIACUC Team has tested the program function using Internet Explorer, Mozilla/Firefox, Google Chrome, and Safari. Additional browsers may or may not have full function.

- 1) The eIACUC Team recommends the use of the Mozilla/Firefox or Google Chrome web browsers in order to take advantage of some of the navigation features available.
- 2) If Internet Explorer is used for completion of the form, the size of the text boxes cannot be adjusted. For entries that are more than a few sentences long, it is recommended to use a word processor program (such as Word) to write your entry, and then copy and paste the text into the text box. Please note that only text and not formatting (bold/underline/italicized font, page breaks, images, etc.) can be pasted in the text box.

C. Log in to eIACUC

- 1) Enter or copy/paste the following url in your web browser:
<http://eiacuc.research.uiowa.edu>.
- 2) Log in using your HawkID and password.



Hawk Sign In

Please sign in using your Hawk ID and Hawk ID Password.

This login page is part of a suite of Hawk ID login tools that is available to campus web developers. You are being asked to log in by the web application at the following URL: http://eiacuc-demo.research.uiowa.edu/sessions/login_tool. Once you provide your correct Hawk ID and password your authentication credential will be saved and you will be redirected back to the above URL.

Important information about signing in:

- You are advised to always logout and exit your browser after completing your session.
- This is a secure site. Your Hawk ID and password are encrypted as they are sent for authentication.
- "Per Session" cookies must **not** be disabled on your web browser. We use temporary cookies to keep you logged in as you navigate UI web sites.

A screenshot of the HawkID Login form. The form has a yellow header with the text "IOWA HawkID Login". Below the header, there are two input fields: "HawkID:" and "Password:". To the right of the "Password:" field is a "Sign In" button. Below the input fields, there is a section titled "Links to Common Questions" with three bullet points: "Don't know your hawkid?", "Forgot your password?", and "More hawkid information...".

D. Home Page

The screenshot shows the IACUC Home Page with a dark navigation bar at the top containing links for Home, Help, User Guide, Contact, Cloak, More links, and Logged In As. The main content area is titled "Start New Animal Protocol from Blank Form" and includes a "New Animal Protocol" button. Below this is a "Find an Existing Animal Protocol" section with a "Search Criteria" box. This box contains input fields for Protocol #, PI/CoPI/Technician Search (with instructions to enter HAWKID or last name), Project Title, and Protocol Status (with checkboxes for Approved, Draft, In Review, Revisions, Pending Assurances, and Accepted Assurances). There are "Search" and "Clear Search Fields" buttons. Below the search criteria is an "Add Filters" button. At the bottom of the search area, there is a "Show 20 entries" dropdown and a "Refine Search Results" input field. A table below displays search results with columns for Protocol #, PI Name, Project Title, Original/Previous Protocol #, and Status.

Protocol #	PI Name	Project Title	Original/Previous Protocol #	Status
4081167		Sample Protocol II		Draft
4081166		Sample Protocol		Draft

From the home page, you can:

- 1) Start a new Animal Protocol
- 2) Access existing Animal Protocols to do any of the following:
 - View/print an existing Animal Protocol
 - Copy an existing Animal Protocol to create a new Animal Protocol
 - Renew an existing Animal Protocol and submit it for IACUC review
 - Edit an in-progress (draft) Animal Protocol and/or submit for IACUC review
 - Make revisions to an Animal Protocol during the IACUC review process
 - Submit an Amendment to an existing Animal Protocol
 - Review the status of an Animal Protocol in the process of IACUC review
- 3) Utilize the Toolbar at the top of the page to:
 - Access this User Guide
 - View/Manage [Personnel Authorizations](#) for access to your Animal Protocol(s)

To start a new Animal Protocol from a blank form:

- 1) Click the “New Animal Protocol” button at the top of the eIACUC Home page to produce a blank form.

Note: In order to start a new Animal Protocol for a PI other than yourself (including “copy” or “renew”), that PI will need to grant permission to do so using the Authorizations Manager (See [Personnel Authorizations](#))

- 2) Proceed to [Navigating the Program](#) for further directions.

To access an existing Animal Protocol:

- 1) Click on the blue Animal Protocol number from the list of Animal Protocols to which you have access to view the Protocol Summary page.

E. Protocol Summary Page



Protocol #: 4081166 Protocol Approval Date:
Expiration Date:
PI:
After Hours Contact(s):
Title: Sample Protocol

	Protocol Number	Submitted	Approved	Status	Amendment Summary	
▶	4081166			Draft		Edit Renew Copy View Delete

At the right side of the display is a menu of actions available for this Animal Protocol.

Note: Not all actions are available at all times. For example, while the Status is “In Review” an Animal Protocol cannot be edited by the researcher, and this option will not be available.

Menu Options:

- 1) [Edit](#) – Make changes and/or submit an in-progress draft Animal Protocol or draft Amendment
- 2) [Compare](#) – Compare an Amendment submission with a previous Animal Protocol version
- 3) [Amend](#) – Start an Amendment to an approved Animal Protocol (Note: only one Amendment in Draft or In Review status is permitted for each Animal Protocol)
- 4) [Renew](#) – Create a copy of an existing Animal Protocol for the purposes of continuing the same project
- 5) [Copy](#) – Create a copy of an existing Animal Protocol to edit and submit as a new Animal Protocol (including Duplicate Submissions for funding purposes)
- 6) [View](#) – Read-only access for the purpose of viewing and/or printing the Animal Protocol
- 7) [Withdraw](#) – Withdraw an Animal Protocol or Amendment which is under IACUC review. This will revert the status from In Review to Draft, and allow the submission to be deleted. This option should only be used in circumstances where a PI no longer wishes for the Animal Protocol or Amendment to be submitted to the IACUC.
- 8) [Delete](#) – Permanently delete an Animal Protocol or Amendment. This can only be done for a form in Draft status. This action cannot be reversed.

To the left side of the display is an arrowhead which can be rotated to show the workflow history of this Animal Protocol. Dates of submission, approval, and the review process can be viewed by clicking the arrowhead to the left of the Animal Protocol number.

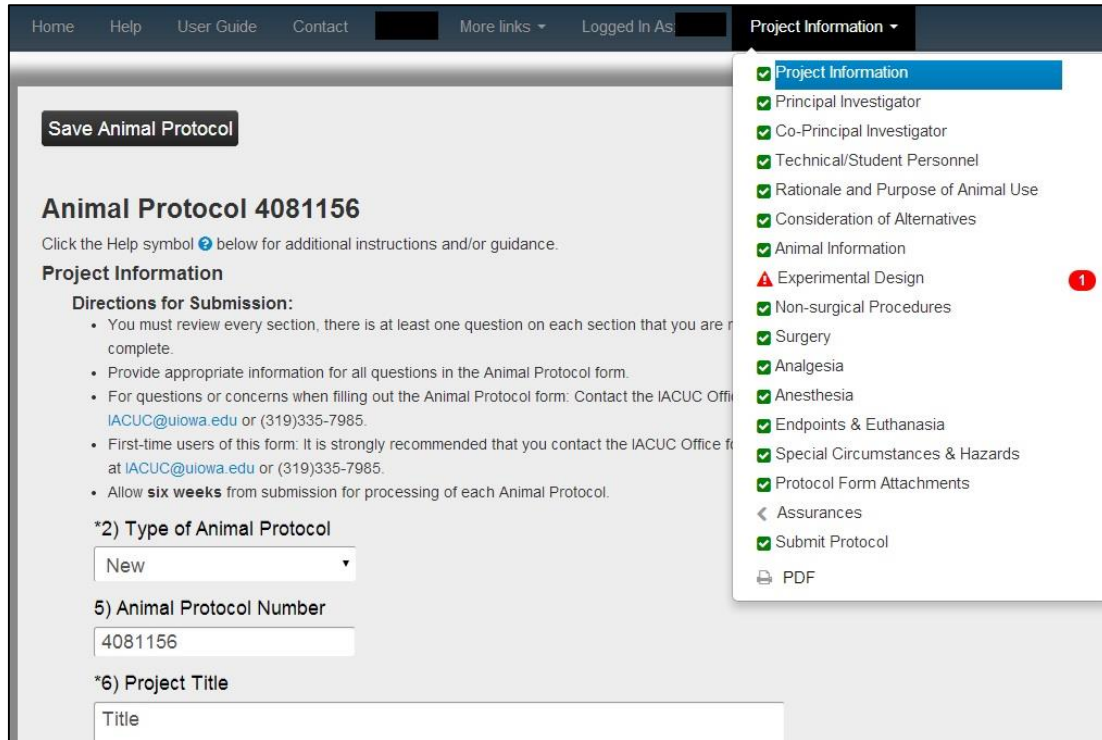
Click to show workflow history

	Protocol Number	Submitted	Approved	Status	Amendment Summary	
▶	4081166			Draft		Edit Renew Copy View Delete

Menu of actions

F. Navigating the Program

The Animal Protocol is presented in several sections, which are navigated using a drop-down menu on the right of the Toolbar.

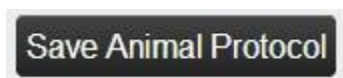


Each section can be accessed by clicking on the section title in the menu. (For explanation of the symbols beside each section title, see [Errors](#) below)

Alternately, there are “Previous Section” and “Next Section” buttons at the bottom of each page that will navigate to the previous and next sections, respectively.



The Animal Protocol is saved each time a new section is loaded (using the buttons or the menu). It can also be saved during work in progress by clicking the “Save Animal Protocol” button at the top or bottom of the page.



G. Answering Animal Protocol Questions

To begin answering a question, place your mouse cursor over the white field and click. For many fields, you will then provide a text response by typing your answer.


This form includes many “smart” questions, for which the response to one question will affect the presence or absence of subsequent questions. As a result, many of the question numbers will not be sequential; this is not a mistake or problem in the form, but a way to reduce the number of irrelevant questions a user has to answer.

Help icons

Help icons and [blue text links](#) are located throughout the Animal Protocol, which link to additional information regarding the question. Clicking these icons/links will bring up a separate web browser/tab with the appropriate help material. Close the help web page/tab to return to eIACUC. (Please use caution when closing tabs to avoid accidentally closing the eIACUC Program page and losing any unsaved work.)

1) Dropdown Fields

- Some fields have drop-down menus which include several common responses.

- After clicking anywhere in the field or on the arrow to the right, you can then select the appropriate response by placing your cursor over it and clicking. If none of the listed responses is appropriate, choose “Other.” A text field will appear where you can enter your response.

2) Check Boxes

- Some questions require selection of answers using boxes which can be “checked” or “unchecked” to indicate “yes” or “no,” respectively. Click on either the box or the text for each appropriate answer. Multiple answers may be selected, if appropriate.
- For the Analgesia and Anesthesia sections, procedure check boxes will be populated based on the procedures provided in other sections (Nonsurgical Procedures or Surgery).
- If the procedure you are seeking to indicate in the Analgesia and/or Anesthesia section is not populated, you may need to add information on the appropriate procedure section.

3) Keyboard-Only Entry

- If you need to move between fields without the use of a mouse (i.e. using the keyboard only), please be aware that use the “up” or “down” buttons as you navigate the page may change your selection on a dropdown menu.
- Use the “Tab” key to move between fields and the “space bar” and “enter” keys to manipulate the dropdown menus.
- Please note that hitting the “Enter” key when working in a text-entry field will activate the “Save Animal Protocol” button and the webpage will be refreshed after saving.

4) Text Fields

- Large text boxes can be expanded by clicking/holding the mouse button on the bars in the bottom right corner and dragging it to the appropriate size.



- In some browser/versions, this feature is not available. If a large amount of text is to be entered or edited, it may be easier to compose the entry in a word processor program (such as Word) and copy/paste the completed entry into the box. Please note that only text and not formatting (bold/underline/italicized font, page breaks, images, etc.) can be pasted in the text box.

5) Repeated Question Sets

- Many of the sections include repeatable sets of questions which pertain to a specific topic (a person, procedure, drug, etc.). These question sets allow answers to be provided for each individual item, and additional entries can be added until all are listed. Each question set is indicated by a black box surrounding the repeated area.
- For some sections, when more than one repeated set has been answered, the entries will “collapse” to make the page easy to read and navigate.
- To expand a collapsed entry, click the header or the arrowhead to the left of the desired entry.

- To add a new entry, click the “Add” button below the last question set; to delete an entry, click the “Delete” button at the bottom of the question set for that entry (within the black box).

Describe in detail each additional non-surgical animal procedure to be performed:

- > Example Procedure 1: This is a description of an example procedure. This procedure is the first example to be described.
- > Example Procedure 2: This is a description of an example procedure. This procedure is the second example to be described.
- ▼ Example Procedure 3: This is a description of an example procedure. This procedure is the last example to be described.

*76.3) Non-surgical Procedure

Example Procedure 3

*77.3) Description

This is a description of an example procedure. This procedure is the last example to be described.

78.3) If appropriate, describe any applicable post-procedural monitoring and/or care to be performed by **laboratory personnel**. Provide monitoring criteria, including clinical signs which would result in supportive care, veterinary consultation, and/or euthanasia.

Delete Non-Surgical Procedure

Add Non-Surgical Procedure

H. Personnel Sections

In the three personnel sections (Principal Investigator, Co-Principal Investigator, and Technical/Student Personnel), the first question will search the University of Iowa Directory for the person being added.

- 1) Enter the HawkID or at least three letters of the last name of the person to be added. A spinning icon will appear to indicate that the program is searching.
- 2) Select the appropriate person from the list of names that appears.
- 3) If too many names are found, the search can be refined by adding additional characters or adding a comma after the last name, followed by the first initial/name (e.g. Doe, John)
- 4) Once a name from the list is selected, many of the fields will be pre-populated with that person’s information from the University of Iowa Directory. Confirm that all details are correct and revise/add information as appropriate.
- 5) The Animal Use Education Course and Occupational Health Questionnaire information will be automatically populated from electronic records. If this information is incomplete for one or more person, the Animal Protocol can be submitted for review; however, final IACUC approval cannot be granted until the appropriate training and information is collected for all personnel.

I. Agent Administration Table

- 1) Information about drugs and other experimental agents administered to animals in your Animal Protocol is collected using an Excel spreadsheet which can be expanded to include as many agents as appropriate for your studies.
- 2) This method of entry allows the researcher to fill out the table once and then update the saved table for attachment to other, similar Animal Protocols.
- 3) If additional lines are needed, highlight and copy one or more empty lines, and insert them at the bottom of the Table. Using the “insert line” function may not preserve formatting.
- 4) Each route of administration must be entered on a different line, in order for the other values (maximum volume, etc.) to be evaluated during review.
- 5) When the Agent Administration Table is completed with the appropriate details for this Animal Protocol, save it to a location in your computer, then use the “Choose File” button in the Nonsurgical Procedures section to select the file to upload from that saved location.
- 6) A blank template and a sample form with several different example agents are available at <http://animal.research.uiowa.edu/animal-protocol-drug-administration-table>, or from a link within the eIACUC question regarding agent administration.

J. Attachments to the Animal Protocol

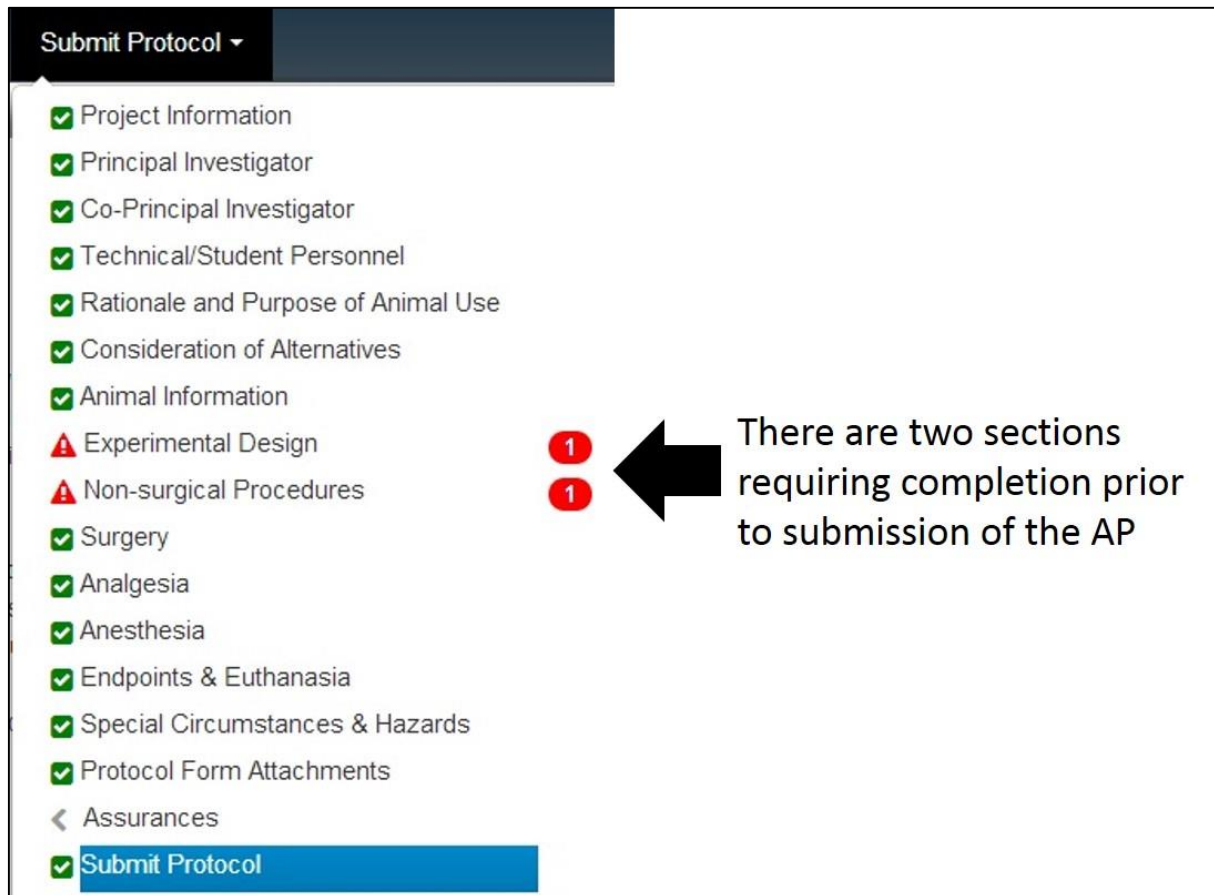
- 1) Public Health Service (PHS)-funded Projects
 - Contact the Division of Sponsored Programs if you are unsure whether you have PHS funding.
 - A copy of the Vertebrate Animal Section and the Research Plan from the grant application must be attached to the Animal Protocol for evaluation of grant congruency
- 2) Hazard Containment Protocol
 - Attach a Hazard Containment Protocol for Animal Protocols using any of the following:
 - i. Radioactive materials
 - ii. Biological agents requiring ABSL-2 or ABSL-3 handling precautions
 - iii. Toxic chemicals, including carcinogens
 - iv. Hazardous drugs, including chemotherapeutics and investigational drugs which are of unknown human effect
 - Contact EHS and/or the IACUC Office if you have any questions regarding potential hazards
- 3) Additional Attachments can also be included, if desired. These may include:
 - Diagrams or flowcharts appropriate to explain the Experimental Design Section

- Other attachments that may be needed to provide supportive materials for your Animal Protocol (please explain under the appropriate question).

K. Submit your Animal Protocol

Errors

- Each section (other than Personnel Sections) has at least one question which must be answered prior to submission of the Animal Protocol.
- Unanswered questions (or incomplete answers) are indicated by a red “caution” triangle and a red numeral (indicating the number of errors) next to the section title in the drop-down menu.
- A green checkmark is used to indicate a section in which all required questions are currently completed.
- A spinning arrow icon will appear while the system is performing its check of each section. It will be replaced with either green or red icons when the system completes its check.



The screenshot shows a dropdown menu titled "Submit Protocol" with a list of sections. Each section is preceded by a green checkmark icon, indicating completion. Two sections, "Experimental Design" and "Non-surgical Procedures", are preceded by a red triangle icon with a white number "1" inside, indicating one error. A black arrow points from the text "There are two sections requiring completion prior to submission of the AP" to these two sections.

Section	Status
Project Information	Completed
Principal Investigator	Completed
Co-Principal Investigator	Completed
Technical/Student Personnel	Completed
Rationale and Purpose of Animal Use	Completed
Consideration of Alternatives	Completed
Animal Information	Completed
Experimental Design	1 Error
Non-surgical Procedures	1 Error
Surgery	Completed
Analgesia	Completed
Anesthesia	Completed
Endpoints & Euthanasia	Completed
Special Circumstances & Hazards	Completed
Protocol Form Attachments	Completed
Assurances	Completed
Submit Protocol	Completed

Submit to IACUC

- Once all sections are completed, navigate to the “Submit Protocol” section in the menu.
- The “Submit to IACUC” button at the bottom of the page will send notice to the Office of the IACUC that your Animal Protocol has been submitted and is ready for review.
- Once you have submitted the Animal Protocol for IACUC review, you will no longer be able to edit the submission. (Editing can be enabled upon receiving a request for revisions e-mail (see Review Process below) or by contacting the Office of the IACUC and requesting the submission be returned for revision.

IACUC Review Process

- Upon receipt of your Animal Protocol submission by the Office of the IACUC, it will be reviewed by an administrator and veterinarian prior to IACUC Review by either a designated IACUC member or the full IACUC at a Committee Meeting.
- If questions arise at any stage of the review process, an e-mail will be sent to you requesting revisions to address the questions.
- Once the submission has been returned for revisions, you will be able to edit the Animal Protocol to revise your submission, then submit your Animal Protocol for further review using the same process as above.
- This revision process can be repeated as many times as needed to address potential review questions.
- During the review process, you can access the workflow status of the Animal Protocol using the [Protocol Summary Page](#).

L. Assurances

- 1) Once the Animal Protocol has completed the entire IACUC review process, the PI will be notified by e-mail that the review process is complete.
- 2) The PI can then access and read the Animal Protocol Assurances by one of two methods:
 - Click the link included in the notification e-mail
 - Log in to the eIACUC Program, choose the Animal Protocol from the list, and navigate to the Assurances Section using the drop-down menu.
- 3) In the Assurances Section, the PI must click the “Accept Assurances” button to complete the final step of the Animal Protocol Submission process.

- 4) Once the Assurances have been accepted, the Office of the IACUC will send the Approval letter via e-mail.

M. Personnel Authorizations

A PI can choose to authorize other personnel to access, edit/amend, and start new Animal Protocols in his/her name, by utilizing the Authorizations Manager.

The PI can also choose to grant one or more individual(s) permissions to make authorizations to other personnel. This permission level allows the authorized individual to perform many tasks on the PI's behalf; however, the PI remains ultimately responsible for all activity performed under the Animal Protocol.

Authorizations Summary Page:

Select "Authorizations" from the Toolbar to access the Authorizations Summary page.

- The Authorizations Summary page provides a list of all Animal Protocols to which you have any level of access.
- Click the arrowhead to the left of an Animal Protocol number to view all personnel with access to that AP, including their access level.

Authorizations Summary

Listed below are all Animal Protocols, for which you have access. For each Animal Protocol, you can expand the row by clicking on the triangle on the left side to view other personnel who can also access the Animal Protocol.

Go to Authorizations Manager

Show All Hide All

Protocol Number	Project Title
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To adjust the access level of any person listed on your Animal Protocol (or grant access to an individual not listed as personnel on your Animal Protocol), click the "Go to Authorizations Manager" button at the top of the Authorizations Summary page.

Authorizations Manager

This page contains a list of all personnel who have access to Animal Protocols where you are the PI, a Co-PI or you have been authorized to manage access. The Principal Investigator (PI) can authorize others to edit and submit Animal Protocols; however, the PI remains responsible for the completeness and accuracy of all submitted forms. If a PI wishes to authorize another user, eIACUC encourages the PI to establish documented procedures within his/her research group for reviewing and approving forms prior to their submission.

[Go to Authorizations Summary](#)

[Save Authorizations](#) [Update Protocol List](#)

Allow user to start new or copy Animal Protocols with yourself as the PI

Set Default Access Level

Protocol #	Project Title	Role
		<div style="border: 1px solid black; padding: 2px;"><p>Select</p><p>Select</p><p>No Access</p><p>View Only</p><p>View and Edit</p><p>Authorize Others</p></div>

Authorizations Manager:

- There are four access levels that can be selected:
 - i. No Access: This person is listed on the Animal Protocol, but cannot access it via eIACUC.
 - ii. View Only: This person can view and print the Animal Protocol, but cannot make changes to drafts or create Amendments.
 - iii. View and Edit: This person can view/print, edit drafts, create Amendments, and submit the Animal Protocol/Amendment for IACUC review.
 - iv. Authorize Others: This person can manage authorizations on this Animal Protocol, in addition to all View and Edit actions.
- All personnel listed on one (or more) of your existing Animal Protocol(s) will be initially granted “View Only” access to the Animal Protocol(s) on which they are listed.
- To change Authorizations for a listed person:
 - i. Click the arrowhead to the left of the person’s name to expand his/her Authorization details
 - ii. Select the drop down at the top of the table to set a default access (applicable to all Animal Protocols listed).
 - iii. Individual authorization levels can be managed by adjusting the drop-down menu to the right of each Animal Protocol in the table.
 - iv. If the desired Animal Protocol to which you want to grant access does not appear (for instance, if a new AP has been added after access levels have been set for a person), click the “Update Protocol List” button at the top of the table to refresh the list of APs for which you can manage authorizations.
- To grant access to an individual not listed on any of your Animal Protocols:

- i. Use the “Authorize User” personnel selection box at the top of the page to search for the desired person by last name or hawkid. This selection box functions in a similar manner to those in the [Personnel Sections](#).
 - ii. Once the appropriate person has been selected, click “Add Authorizations.” An entry table for that person will appear in the list below and authorizations can be managed as above.
- o To grant a person permission to start new Animal Protocols in your name (as the PI), select the “check box” above the AP list in that person’s authorizations table.

N. Amendments to an Animal Protocol

- 1) Once an Animal Protocol has been approved by the IACUC, significant changes require an Amendment be submitted and reviewed by the IACUC review process (as described above).
- 2) To create an Amendment to an approved Animal Protocol, select the “Amend” option from the [Protocol Summary Page](#).
- 3) At the top of the “Project Information” page, provide a brief description of the purpose of the Amendment in the “Amendment Summary” field.
- 4) Make any other appropriate changes for the purpose of the Amendment, and submit the Amendment using the same procedures for [submitting the Animal Protocol](#).