

Master Axiom Mentor IACUC Instructions

Created: 3/2/2021

INDEX

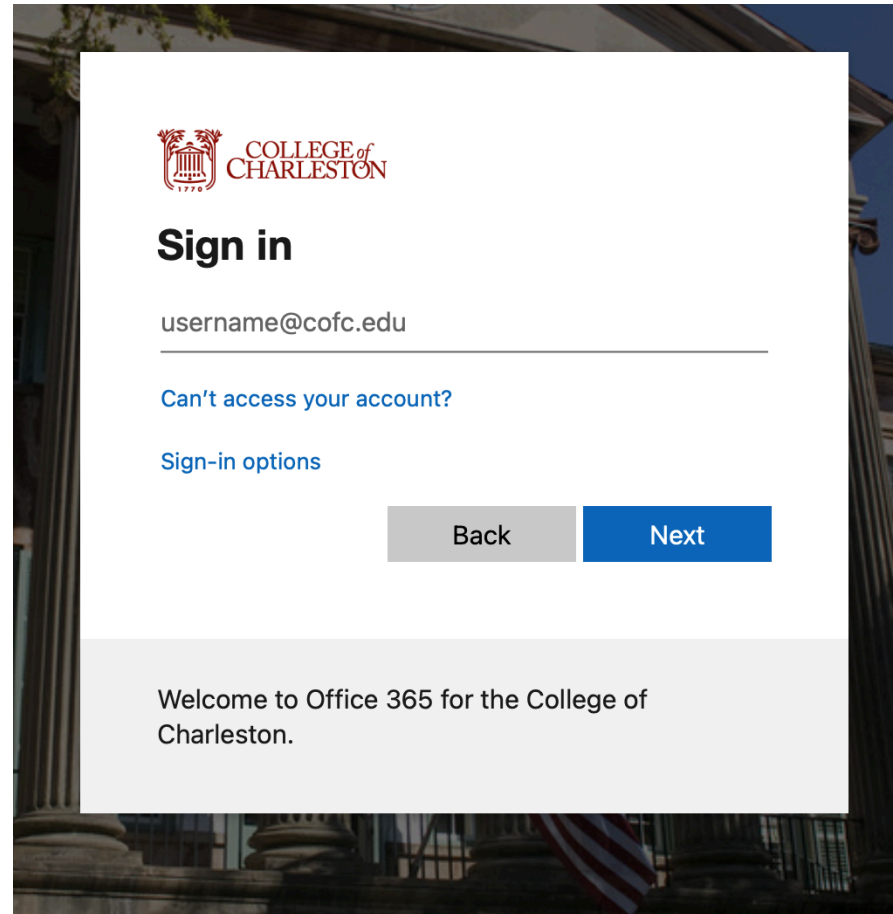
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Basic Information: Login and Site Orientation



Login:

<https://www.axiommentor.com/login/shibLogin.cfm?i=cofc>



 COLLEGE of CHARLESTON

Sign in

username@cofc.edu

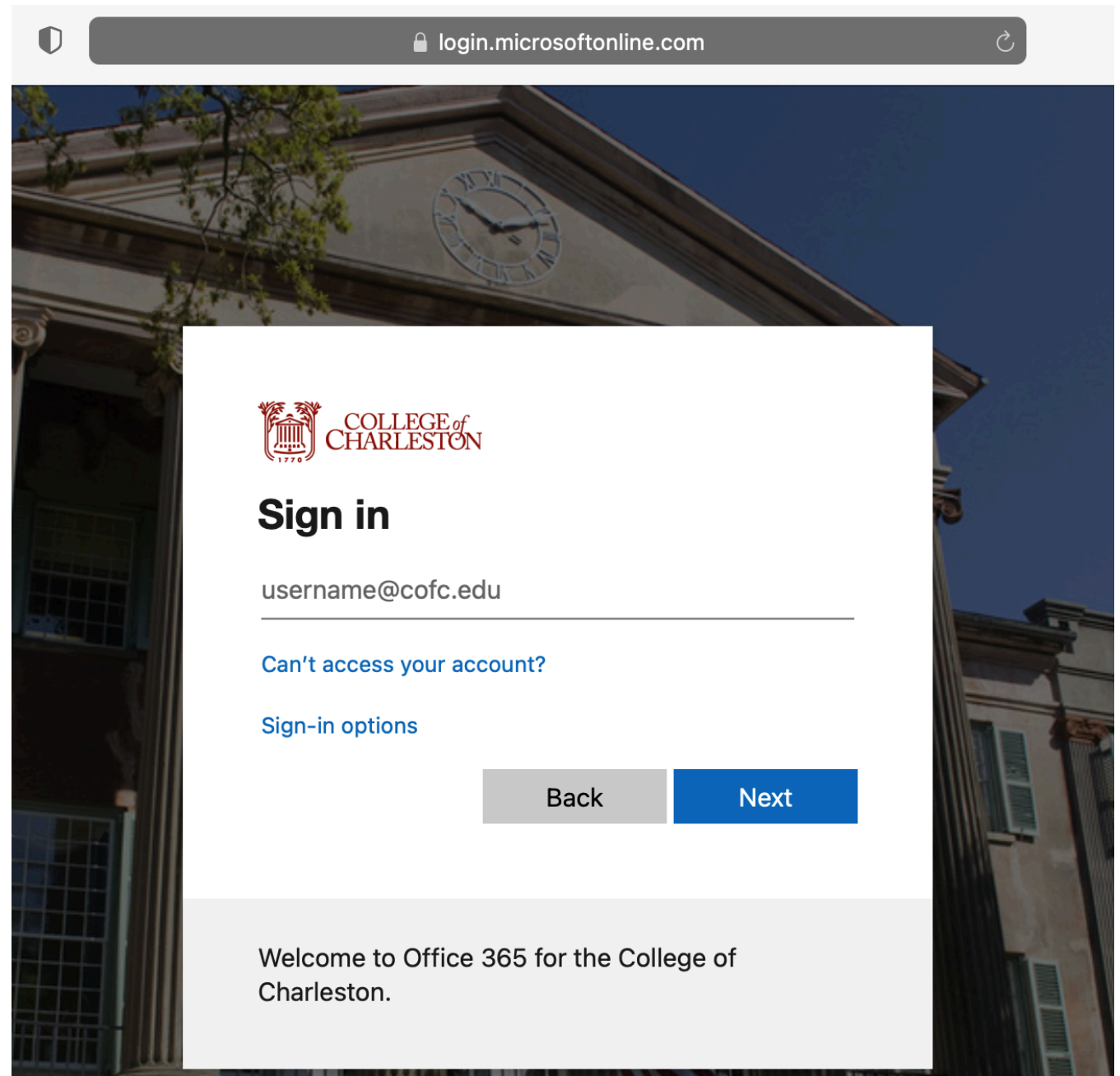
[Can't access your account?](#)

[Sign-in options](#)


[Back](#) [Next](#)

Welcome to Office 365 for the College of Charleston.

Use your regular CofC email address and password to login; you will only need to do this step occasionally as your login will be saved for future uses.



login.microsoftonline.com

 COLLEGE of CHARLESTON

Sign in

username@cofc.edu

[Can't access your account?](#)

[Sign-in options](#)

[Back](#) [Next](#)

Welcome to Office 365 for the College of Charleston.

Once logged in, you will be taken to the home page, which looks like this:

College of Charleston: Sara Stevenson as Beth Sundstrom | [My Mentor Account](#) | [Exit Account](#) | [Help](#)

Home COI IRB **IACUC** IBC

Shortcuts

- [My Documents](#)
- [My Messages](#)
- [My Bookmarks](#)

axiom MENTOR

[Terms of Use](#) | [Privacy Policy](#) | [Help](#) | [Contact Support](#)

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IACUC Info Page

Home COI IRB **IACUC** IBC Admin

IACUC IACUC Admin IACUC Setup

Info Page Edit

- Documentation**
The Institutional Animal Care and Use Committee (IACUC) provides research oversight and evaluation of the institution's animal care and use program and facilities by ensuring compliance with federal regulations related to the proper care, use, and humane treatment of animals used in research, testing and education. The Institutional Animal Care and Use Program (IACUP) assures that animals housed at College facilities are treated with the highest level of care to protect their health and well-being.
- My Applications**
- Application Reports**
Not sure if you need to submit an application to the IACUC? See:
[IACUC Applicability SOP](#)
[Applicability Flow Chart](#)
- Student Protocols**
When do you need to submit?
[IACUC Meetings and Application Deadlines.](#)
- Reviewer**
- CITI Certification**
Required Training
All students working on an IACUC protocol must complete the CITI course "Students Working with Animals" and any other research or animal specific course as determined by the Principal Investigator. The student training dates are to be reported on the annual Continuing Review Form.
CITI training may also be used by faculty researchers and for classes.
- Meetings**
- IACUC Members**
[Instructions for First Time CITI Registration \(PDF\)](#)
[CITI Program \(Website\)](#)

Guidance and Procedures

Select the IACUC tab in the top navigation bar to access the IACUC pages

The IACUC home page is also the Info Page, which includes many helpful links and form templates

Left Navigation bar contains all the needed links for IACUC submission and review

Documentation Page

IACUC | IACUC Admin | IACUC Setup

Info Page | New Entry | Zip Download

Documentation

My Applications
Application Reports
Student Protocols
Reviewer
CITI Certification
Meetings
IACUC Members

IACUC

Name ^	Size	Dated
Animal Program Operations	(5)	05/20/2020
Current forms	(3)	04/09/2019
Field Research Guidance	(4)	05/20/2020
General Guidance and Procedures	(2)	05/20/2020
Husbandry Procedures	(5)	05/20/2020
IACUC Operations	(5)	05/20/2020
Occupational Health and Safety	(4)	05/21/2020
Specific Experimental Procedures	(2)	05/20/2020
AALAS Laws, Policies and Guidelines		08/04/2014
Animal Welfare Regulations (Federal)		08/04/2014
College of Charleston Care and Use of Vertebrate A...		05/21/2020
OLAW Guidebook		08/04/2014
OLAW		08/04/2014

Use the left navigation bar to access the Documentation page, which includes all the IACUC-related documents and forms

My Applications

IACUC Admin IACUC Setup

Info Page

Documentation

My Applications

Application Reports

Student Protocols

Reviewer

CITI Certification

Meetings

IACUC Members

Create New Application

My Applications

PI Documentation Warning

Next Meeting:

Deadline for Submission:

IACUC ID Status All I am the PI or Research Associ

Submitted All

IACUC #	Title	PI	Approved	A.R. Due
5	Title goes here	Sara Stevenson		
2021-02	Voluntary Consumption of Ethanol Pr...	Sara Stevenson		

Page 1 of 1 [First](#) [Prev](#) [Next](#) [Last](#)

Select My Applications to create a new protocol application or view/edit existing protocols

Approval dates, annual review dates, and current application status can be found at this link

Student Protocols- For Faculty Sponsors

Faculty sponsors of student investigators can view, edit, and submit their student applications using Student Protocols tab.

Only faculty sponsors can submit to the IACUC and will receive a notification from the system when an application requires an action.



The screenshot shows the IACUC Admin interface. At the top, there are tabs for 'IACUC Admin' and 'IACUC Setup'. Below these is a navigation menu with several options: 'Info Page', 'Documentation', 'My Applications', 'Application Reports', 'Student Protocols' (highlighted in red), 'Reviewer', 'CITI Certification', 'Meetings', and 'IACUC Members'. A red arrow points to the 'Student Protocols' tab.

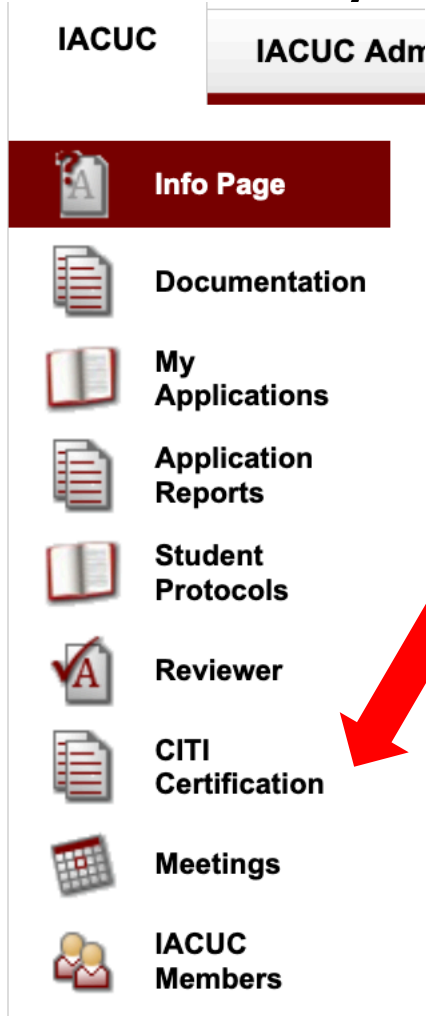
The main content area is titled 'Student Protocols'. It includes a 'Next Meeting:' field and a 'Deadline for Submission:' field. Below these are two dropdown menus: 'Application Status' set to '- Show all statuses -' and 'Acceptance Status' set to 'Not Yet Accepted'. At the bottom, there is a table with the following structure:

IACUC Number	Title	PI	Approved	A.R. Due
No Applications Found				

IMPORTANT NOTE REGARDING STUDENT RESEARCH

- If you are a student and are submitting an application, it must first be submitted to your faculty sponsor for initial review and approval.
- Only the faculty sponsor can submit to the IACUC on behalf of the student
- Faculty sponsors must follow the steps outlined Faculty Sponsor Instructions, below.

Required Training for all Researchers and Faculty Sponsors



- CITI Program certification is required of all students listed on the IACUC protocol. Training must have been completed in the past 5 years.
- See [CofC webpage](#) for more instructions and links
- Your CITI Certificates are listed under the CITI Certification tab in the left-hand navigation menu
- CITI information is automatically uploaded each night, so please wait 24 hours after you complete the training at CITI Program for it to appear in Axiom Mentor
- Contact compliance@cofc.edu if you have any issues with your CITI Certifications

IACUC Application Instructions for Researchers



Create/Edit an Application

Select My Applications from the left navigation menu

Press this to start a new application

To edit an application, press on the Title

IACUC Admin IACUC Setup

Info Page
Documentation
My Applications
Application Reports
Student Protocols
Reviewer
CITI
Meetings
IACUC Members

Create New Application

My Applications

PI Documentation Warning

Next Meeting:
Deadline for Submission:

IACUC ID Status All I am the PI or Research Associ

Submitted All

IACUC #	Title	PI	Approved	A.R. Due
5	Title goes here	Sara Stevenson		
	of Ethanol Pr...	Sara Stevenson		

Page 1 of 1

New Application: Protocol Information

Create IACUC Application Cancel

Create IACUC Application

Next Meeting

Deadline for Submission

* PI Sara Stevenson

Co-PI's Add (Type first letters of last name and select from popup list, then click "Add")

External PIs

Research Associates Add (Type first letters of last name and select from popup list, then click "Add")

* Application Title

* Proposed Start Date Clear Acceptable Formats

End Date Clear Acceptable Formats

Project Type

Funding Source

Grant Number

Review Type

Application Type

Link to IBC Application

Regulatory Agency

When you click on the "Save" button below, you must complete the application sections that you will find linked on the view application page. Once all the required items have been completed, you will be able to submit your application to the IACUC (or, in the case of student investigators, to your faculty advisor).

Save Cancel

Once you press "Create a New Protocol" button, this screen will appear where you enter the basic protocol information.

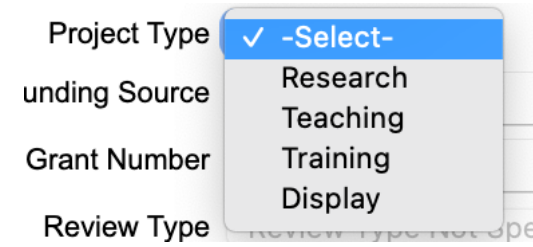
When you add Co-PIs, you can also select which level of access they have-View or Edit

Note: Make sure your Application Title is specific to the research, not a generic title like, "Senior Thesis Research"

Then press Save to continue to Application Page

Project Type

Project Type: Choose from the options in the drop-down menu



Application Type

Two options:

- New Protocol
- Three-Year Renewal (aka de novo)

If the application is a three-year renewal, provide the IACUC # of the previous protocol

Application Type to IBC Application

Application Type dropdown menu:

- ✓ New Protocol
- Three Year Renewal

Application Type dropdown menu: Three Year Renewal

3 Year Renewal of: IACUC ID# dropdown menu: (click to select)

IACUC ID# input field: (if prior protocol not shown in drop down list)

Regulatory Agency

Select USDA if USDA-covered species are involved, otherwise, leave as None

Regulatory Agency	✓ None
Message to IACUC	Not USDA USDA

USDA-covered species: **warm-blooded animals** used in research **except:**

- birds,
- rats of the genus *Rattus*, and
- mice of the genus *Mus* bred for research.
- cold-blooded animals such as fish, reptiles, and amphibians.

Application Page:

You will see this page whenever you select the protocol from the “My Applications” menu

Complete the rest of the application by pressing “Application Sections”

Change the information displayed here by pressing the Edit button

The screenshot shows the IACUC Admin interface. At the top, there are tabs for 'IACUC', 'IACUC Admin', and 'IACUC Setup'. Below the tabs, there is a navigation menu on the left with options: 'Info Page', 'Documentation', 'My Applications' (highlighted), 'Application Reports', 'Student Protocols', 'Reviewer', 'CITI Certification', 'Meetings', and 'IACUC Members'. The main content area displays the details for a protocol titled 'Test IACUC Protocol for Training'. At the top of this area are buttons for 'Edit', 'Copy', 'Upload Docs', and 'Print / Zip'. Below these buttons is a contact information bar: 'Contact compliance@cofc.edu if you have any questions about the application.' A red arrow points to the 'Edit' button. Below the contact bar, there is a section titled 'Required questions not answered' with a 'Submit for Review' button. The protocol details are as follows:

Protocol ID	20
PI	Sara Stevenson (Click here to view PI Docs)
PI Type	General Faculty
Review Type	Review Type Not Specified
Approval Status	New - Submitted Withdraw Application from Review
Submitted By	Sara Stevenson
Proposed Start Date	01/26/2021
End Date	01/25/2024
Project Type	Research
Application Type	New Protocol
Regulatory Agency	Not USDA

Below the details is a green arrow pointing to the 'Application Sections' link. Underneath this link is an 'Upload Docs' button. At the bottom of the page, there are tabs for 'Modification', 'Adverse Events', and 'Protocol Deviations'. A red arrow points to the 'Application Sections' link. In the top right corner, there is a 'Messages (0) | Back' link. A question mark icon is visible in the bottom right corner of the page.

Personnel Qualifications

IACUC

IACUC Admin

IACUC Setup

Application Sections

[View Application Page](#)

Test IACUC Protocol for Training

PI: Sara Stevenson

Expand All Sections



Personnel Qualifications

Research Protocol **Required Questions Unanswered: 20**

Animal Information * **Required Questions Unanswered: 1**

Application Sections can be expanded by pressing on the two arrows. Additional sections may appear depending on the answers provided in the basic information section. Sections with unanswered questions will be marked in red.

CITI Program Certification can be found under Personnel Qualifications tab. This data is uploaded directly from CITI each night. Please contact compliance@cofc.edu if your CITI certification does not appear here. **Additional personnel, including students can also be added to the protocol here.**

View Application Sections

Press the "Answer" button to begin the application. You can begin at any questions, and it will automatically take you to the next questions as you save each answer.

Research Protocol **Required Questions Unanswered: 20**

Edit Section Data

Requested Documents

- Complicated procedures flow chart

Questions

i No question answered yet.

*** Protocol description:** provide a brief statement in non-scientific language

Reader Comments

Answer

*** Is this related to a course?**

Options: 1. Yes
1. No

Reader Comments

Answer

*** External Funding:** Is this project associated with an external grant of fellowship?

Options: 1. Yes
2. Pending
3. No

Reader Comments

Answer

*** If this project is associated with an external grant or fellowship, are the contents of this protocol the same as those described in the funding application?**

Options: 1. Yes
2. No
Not Applicable

Reader Comments

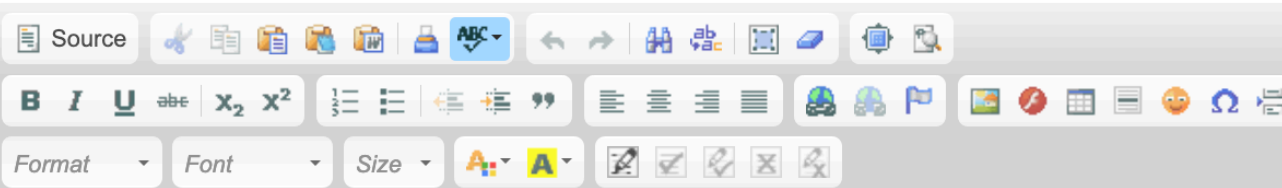
Answer









Answer questions

Add/Edit Answers Cancel


*** Protocol description:** provide a brief statement in non-scientific language

Answer:

Source 

Format Font Size        

Enter responses into the text box and press “Save Answers” when finished.

 Save Answers Cancel

Key Tips/Insights:

- Once “Save Answers” has been pressed, the next question and text box will appear

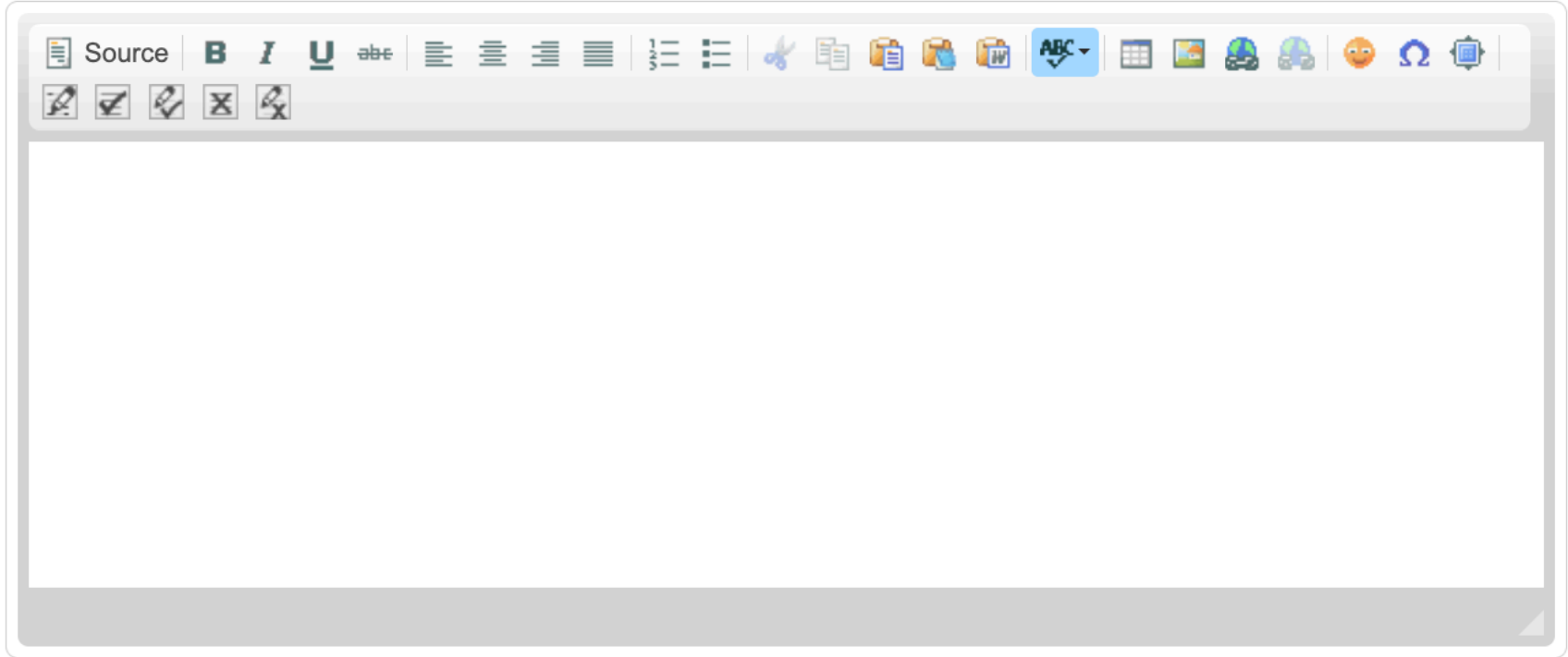
Smart form: drop down options depending on responses

Some of the text boxes are dependent upon responses to yes/no questions, like this one

* Is this related to a course?

- Options: 1. Yes
 1. No

If yes, provide course number and goals of the course



The image shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, link, unlink, insert table, insert image, insert video, insert audio, insert link, and insert emoji. Below the toolbar is a large, empty text area for entering course information.

Save Answers Cancel

Some questions require additional uploads

Press “Browse” to find the appropriate file on your computer. Once the file is selected, press “Upload.”

The upload will appear on the Application home page. Additional Uploads can be added there as well.

Key Tips/Insights:

- Upload options will appear, as necessary

* **External Funding:** Is this project associated with an external grant or fellowship?

Options: 1. Yes

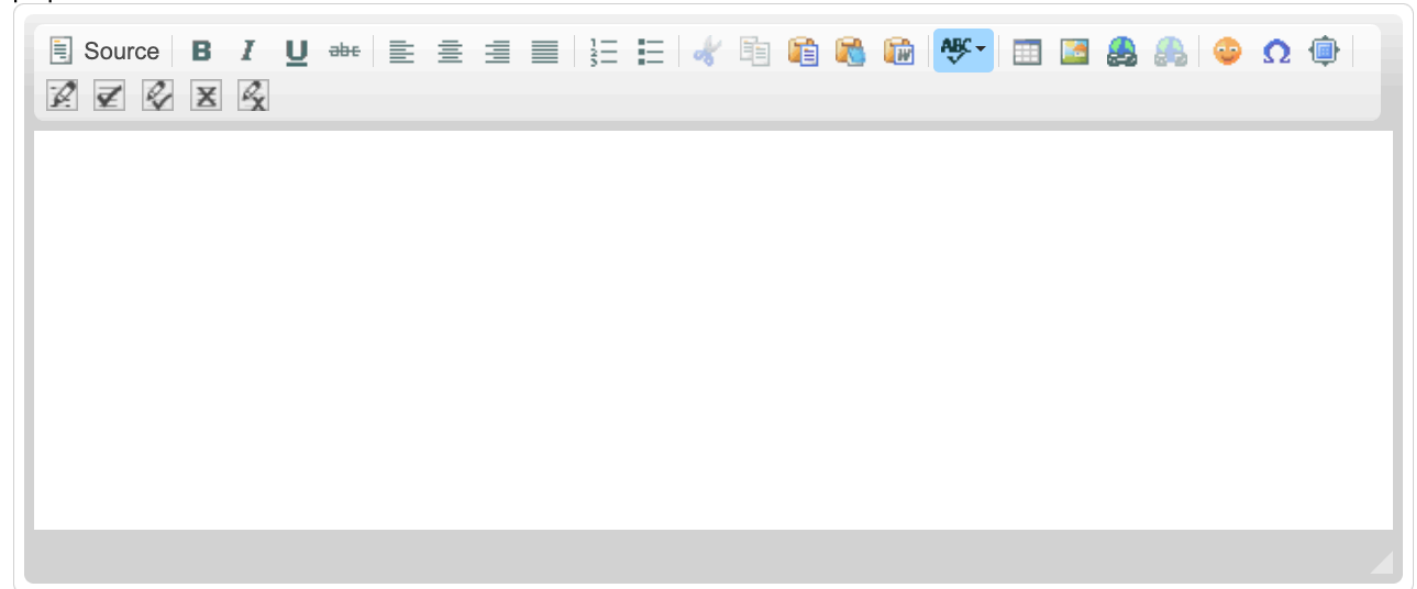
2. Pending

 Browse... No file selected.

 Upload

3. No

Provide the title of the funded project and the name of the funding source. Attach a PDF containing the the technical section of the proposal as submitted.



Save Answers

Cancel

Links to resources within application questions

Text in red is hyperlinked, and will take you to other resources



* **Hazardous Materials:** Are any potentially hazardous materials--chemical agents, radioactive agents, controlled substances, infectious agents, select agents, nucleic acids, zoonosis involved in this protocol?

See [Hazardous Materials Guidance](#) for definitions and information about Risk Groups and Biosafety Levels

- Options: 1. Yes
 2. No

List any hazardous materials involved

Source B I U abc [bulleted list] [numbered list] [indent] [decrease indent] [link] [unlink] [insert link] [insert image] [insert video] [insert audio] [insert table] [insert calendar] [insert globe] [insert location] [insert emoji] [insert link] [insert code]

Save Answers

Cancel

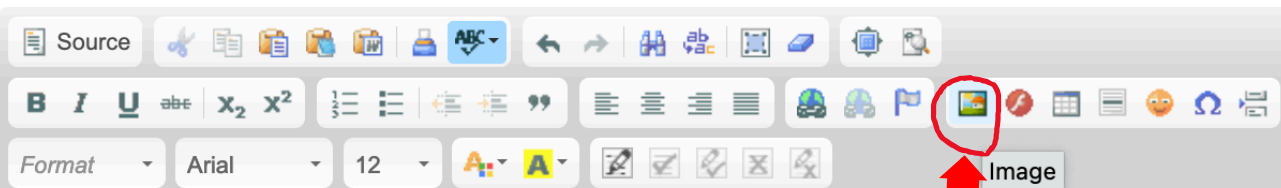
Attach Images

Add/Edit Answers Cancel

*** Describe the experimental procedures in detail.** For complicated procedures attach a flow chart in the file upload under this section.

Note: for assemblages or biotic surveys, describe the sampling method(s) to be used; specify net, trap, or whether a kill or live apparatus will be used and describe the restraint, handling, sampling, and marking or tagging methods.

Answer:

Source 

Format Arial 12 A A Image

Experimental procedres.

body

Save Answers Cancel

You can also attach an image to the text box, which may be needed for more complicated procedures.

Other text edit options can assist with scientific language

Multi-Choice response options

Check all that apply

Then provide
description in the
text box below

Add/Edit Answers [X] Cancel

*** Anticipated Disposition**

Options: 1. **Adoption**
Describe potential adopters and how animals will be transported.

Note: Animal Adoption Release Form must be completed for each adoption and a copy maintained in the researcher's protocol file.

2. **Euthanasia**
Describe all methods of euthanasia. Explain any methods that are conditionally approved by the AVMA.

Note: for chemical compounds, include chemical name/brand name, type of compound, dosage and route of administration.

Note: Pharmaceutical grade must be used if available and consistent with the research protocol. If the compound is not pharmaceutical grade, provide justification.

3. **Emergency Euthanasia**
Explain circumstances when this would be required, and describe the type(s) of euthanasia that would be used. Explain any method(s) that are conditionally approved by the AVMA:

4. **Natural Aging and Death**
Describe assessment of pain and distress and determination of endpoint:

5. **Release to the wild**
Describe where this species will be released, the conditions for release, and the ecological impact:

6. **Transfer to another protocol of the same investigator**
Specify species and receiving protocol number(s) if known:

7. **Transfer to another researcher at CofC**
Specify species and receiving protocol number(s) and PI(s) if known:

8. **Transfer to another institution**
Provide details including name of receiving investigator and institution, method of transportation, and any special permits required:

9. **Voucher specimens will be retained**
Provide location if they will be accessioned, and explain the effect on the target species:

*** Describe:**

Source B I U abe | [List Icons] | [ABC] | [Grid] | [Globe] | [Smiley] | [Refresh] | [Print]

Certify

Check the box to Certify



* Certifications

- I certify that I am familiar with the ethical guidelines and regulations regarding the care and use of animals in research and teaching and the ethical principles of my profession and will adhere to the policies and procedures of the College of Charleston Institutional Animal Care and Use Committee.
- I will ensure that all people using animals under my direction will be appropriately trained and will read and agree to comply with this protocol.

Save Answers

Cancel

Additional Application Sections

Application Sections

[View Application Page](#)

Test IACUC Protocol for Training

PI: Sara Stevenson

Expand All Sections

» Personnel Qualifications

» Research Protocol

Date Last Updated: 01/19/2021 2:38 PM EST

» Animal Information * **Required Questions Unanswered: 1**

» Surgical Procedures **Required Questions Unanswered: 6**

Press the arrows to expand the application section to continue answering application questions

Key Tips/Insights:

- New sections added from eForm responses appear at bottom of Application sections page

Animal Information

🔖 Animal Information * Required Questions Unanswered: 1

Edit Section Data

Required

Common Name	Scientific Name	Pain/Distress	Total Requested
No Animal Species Found			

Questions

 No question answered yet.

Add/Edit Answers

* Consideration of Alternatives and Prevention of Unnecessary Duplication

Provide justification for pain and distress categories required in this protocol, describing replacements and refinements that have been incorporated into this work and those that have been considered but determined not to be feasible:

Note: for categories D & E justification must include one of the following:

- Alternatives Database Search (required for USDA Animals; strongly recommended for others) which must include names of the databases, date the search was performed, time period covered by the search, the search strategy (including scientifically relevant terminology) used. OR
- Alternatives Statement which provides sufficient information for the IACUC to make an informed judgment, e.g. , "Based on ___ years of experience in this field in conjunction with periodic consultation of bibliographic sources (insert source titles) and/or expert(s) in the field (insert name and qualifications for each expert demonstrating the expert's knowledge of the availability of alternatives), I believe there is no alternative to performing this potentially painful/distressful procedure."

Reader Comments

Click here
to start
this
section

Or here

Edit Animal Information


[Back to All Sections](#)

Species Information

Add Species

Common Name	Scientific Name	Pain/Distress	Total Requested	Edit
No Animal Species Found				

Questions

 No question answered yet.

Add/Edit Answers

* Consideration of Alternatives and Prevention of Unnecessary Duplication

Provide justification for pain and distress categories required in this protocol, describing replacements and refinements that have been incorporated into this work and those that have been considered but determined not to be feasible:

Note: for categories D & E justification must include one of the following:

- *Alternatives Database Search (required for USDA Animals; strongly recommended for others) which must include names of the databases, date the search was performed, time period covered by the search, the search strategy (including scientifically relevant terminology) used. OR*
- *Alternatives Statement which provides sufficient information for the IACUC to make an informed judgment, e.g. , "Based on ___ years of experience in this field in conjunction with periodic consultation of bibliographic sources (insert source titles) and/or expert(s) in the field (insert name and qualifications for each expert demonstrating the expert's knowledge of the availability of alternatives), I believe there is no alternative to performing this potentially painful/distressful procedure."*

Reader Comments

Then click here to add a species;

Can add as many as necessary

Click here to add/edit species information answers

Add Species

Enter required
information
and press
“Save”

Edit Species Cancel

Edit Species

Common Name

* Scientific Name

Age

Weight

USDA Category B
Animals being bred, acclimatized, or held for use in teaching, testing, experiments, research, or surgery but not yet used for such purposes or non-invasive observation only of animals in the wild.

USDA Category C
(Minimal) – no pain/distress and no use of pain-relieving drugs routine procedures [e.g., injections and blood sampling]

USDA Category D
(Moderated) – pain/distress for which appropriate anesthetic, analgesic, or tranquilizing drugs are used

USDA Category E
(Unmoderated) – pain/distress for which the use of appropriate anesthetic, analgesic, or tranquilizing drugs are withheld due to adverse effects on procedures, results, or interpretation.

Total Requested

Add Species Information

Once species information is entered and saved answer the questions below.

If additional species are added, answer the questions again for each species.




Species Information

Add Species

Common Name	Scientific Name	Pain/Distress	Total Requested	Edit
Long Evans Rat	Rattus Norvegicus	C	36	Edit

Age: 4 months - 1.5 years

Weight:

 You have answered all questions in this Survey.

* Number of male animals

Answer: 18

Reader Comments

Edit Answer

* Number of female animals

Answer: 18

Reader Comments

Edit Answer

Add/Edit Answers

* Classification:

Note: Mark as "Native" if does species does not fall under the other categories.

Answer: Native

USDA

Protected

Endangered

* If Protected or Endangered, please indicate the Source(s) confirming protected or endangered status:

Answer: 1. CITES <http://www.cites.org>

2. US Fish & Wildlife <http://fws.gov/endangered>

Not Applicable

Surgery Section

Add/Edit Answers Cancel

*** Are surgical procedures involved in this protocol?**

Options: No
 Yes - please complete the surgery section of the application

Save Answers Cancel

Surgery Application section will only appear if you select yes to this question

Answered All Questions

Press Back to All Sections to continue working on the rest of the application

IACUC

IACUC Admin IACUC Setup

Edit Animal Information

Species Information Add Species

Common Name	Scientific Name	Pain/Distress	Total Requested	Edit
Mouse	Mus musculus	D	10	Edit

Sex: B
Age: 1-6 months
Weight: 15-24g

i You have answered all questions in this Survey.



This will appear when all questions in a section are answered

Unanswered Questions

Application Sections

[View Application Page](#)

Test IACUC Protocol for Training

PI: Sara Stevenson

Expand All Sections

» Personnel Qualifications

» Research Protocol

Date Last Updated: 01/19/2021 2:38 PM EST

» Animal Information * **Required Questions Unanswered: 1**

Date Last Updated: 01/19/2021 2:49 PM EST

» Surgical Procedures **Required Questions Unanswered: 6**



Any sections with unanswered questions will be indicated in RED

All Sections Complete


IACUC IACUC Admin IACUC Setup

Application Sections [View Application Page](#)

Test IACUC Protocol for Training

PI: Sara Stevenson Expand All Sections

Personnel Qualifications	
Research Protocol	Date Last Updated: 01/19/2021 2:38 PM EST
Animal Information *	Date Last Updated: 01/19/2021 2:49 PM EST
Surgical Procedures	Date Last Updated: 01/19/2021 2:57 PM EST



No text in red will appear once all questions in each section are complete. However, you can still edit responses or select View Application Page to submit the application

Application Page

“Submit for Review” button will be active once all application sections are complete.

But first, make sure all necessary uploads are attached.

IACUC Admin IACUC Setup

Info Page Edit Copy Upload Docs Print / Zip Messages (0) | Back

Documentation

My Applications

Test IACUC Protocol for Training

Contact compliance@cofc.edu if you have any questions about the application.

Submit for Review

Protocol ID 20

PI Sara Stevenson (Click here to view PI Docs)

PI Type General Faculty

Review Type Review Type Not Specified

Approval Status New - Submitted Withdraw Application from Review

Submitted By Sara Stevenson

Proposed Start Date 01/26/2021

End Date 01/25/2024

Project Type Research

Application Type New Protocol

Regulatory Agency Not USDA

Application Sections

Upload Docs

Technical Section of Funding Proposal (if applicable) 01/19/2021 Coastal Trawl Survey.pdf (Technical Section of Funding Proposal (if applicable))

Federal, State or International Permits (if applicable) 01/19/2021 2019_GADNR permit.pdf (Federal, State or International Permits (if applicable))

Modification Adverse Events Protocol Deviations

38

Upload Docs

Edit Copy Upload Docs Print / Zip

Messages (0) | Back

Test IACUC Protocol for Training

Contact compliance@cofc.edu if you have any questions about the application.

Required questions not answered

Submit for Review

Protocol ID 20
PI Sara Stevenson (Click here to view PI Docs)
PI Type General Faculty
Review Type Review Type Not Specified
Approval Status New - Submitted [Withdraw Application from Review](#)
Submitted By Sara Stevenson
Proposed Start Date 01/26/2021
End Date 01/25/2024
Project Type Research
Application Type New Protocol
Regulatory Agency Not USDA

➔ Application Sections

Upload Docs

Key Tips/Insights:

- Select the Upload Documents button from the top of the protocol page.
 - You can then upload individual or bulk documents.

Application Uploads

To upload multiple documents,
press "Upload Multiple Files"

The screenshot shows a dialog box titled "Upload Documents" with a "Cancel" button in the top right corner. The main content area is titled "Upload Documents" and contains the following elements:

- A red arrow points to the "Upload Multiple Files" text above a drop-down menu.
- The drop-down menu is currently set to "Additional Documentation". A red arrow points to this menu.
- Below the menu is a field labeled "* File" with a "Browse..." button and the text "No file selected.". A red arrow points to the "Browse..." button.
- Below the "File" field is a "Rename File to" text box.
- Below the text box is the text "Leave blank to use original file name".
- Below that is a checkbox labeled "Visible to IACUC Only", which is currently unchecked.
- At the bottom are "Save" and "Cancel" buttons.

For a single
upload, press
"Browse" to locate
file on your
device, then
upload.

For a single
upload, select the
File type from the
drop-down menu

Types of Uploads

✓ Additional Documentation

Federal, State or International Permits (if applicable) (pdf only)

Notifications

References (doc,docx,pdf,rtf only)

Reviewer Notes

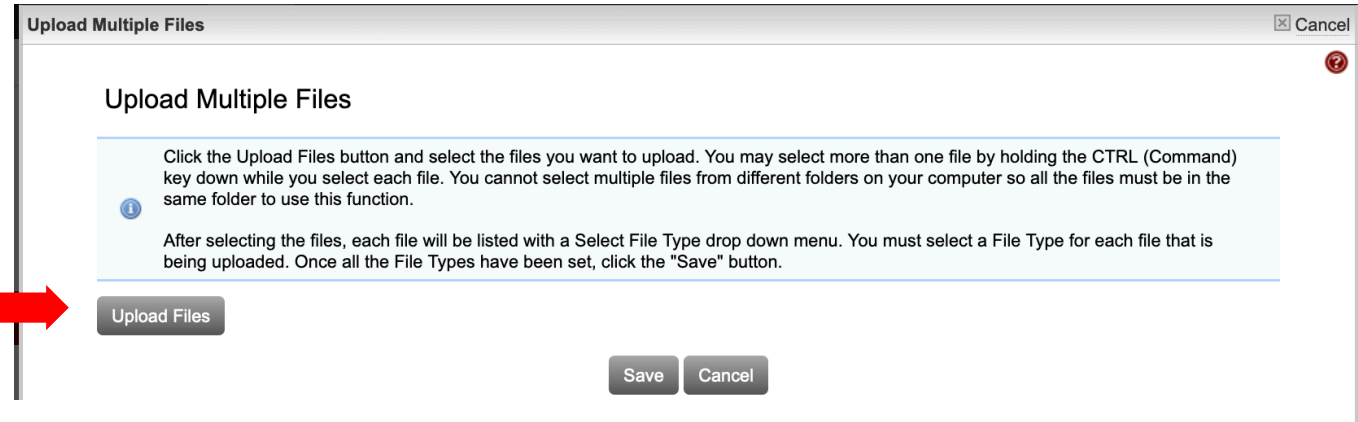
Technical Section of Funding Proposal (if applicable) (doc,docx,pdf,rtf only)

Key Tips/Insights:

- Multiple file types can be added
- Additionally, more files may be added as necessary

Upload Multiple File

First press "Upload Files" to choose the files from your device.



Upload Multiple Files

Click the Upload Files button and select the files you want to upload. You may select more than one file by holding the CTRL (Command) key down while you select each file. You cannot select multiple files from different folders on your computer so all the files must be in the same folder to use this function.

After selecting the files, each file will be listed with a Select File Type drop down menu. You must select a File Type for each file that is being uploaded. Once all the File Types have been set, click the "Save" button.

Upload Files

File Name (Click to Rename)	Set Type
2019_GADNR permit.pdf	Federal, State or International Permits (if applicable) (pdf)
bullnose diet Delaware.pdf	References (doc,docx,pdf,rtf only)
Coastal Trawl Survey.pdf	Technical Section of Funding Proposal (if applicable) (doc,docx)

Save Cancel

Key Tips/Insights:

- You can also bulk upload multiple files at once
 - You will need to set a file type

Then set the file type, and press "Save"

Application Page- not ready to Submit

Edit Copy Upload Docs Print / Zip

Messages (0) | Back

Test IACUC Protocol for Training

Contact compliance@cofc.edu if you have any questions about the application.

Required questions not answered

Submit for Review

Protocol ID	20
PI	Sara Stevenson (Click here to view PI Docs)
PI Type	General Faculty
Review Type	Review Type Not Specified
Approval Status	New - Submitted Withdraw Application from Review
Submitted By	Sara Stevenson
Proposed Start Date	01/26/2021
End Date	01/25/2024
Project Type	Research
Application Type	New Protocol
Regulatory Agency	Not USDA

Application Sections

Upload Docs

Federal, State or International Permits (if applicable)	01/19/2021	2019_GADNR permit.pdf (Federal, State or International Permits (if applicable))
---------------------------------------------------------	------------	---------------------------------------------------------------------------------

Modification

Adverse Events

Protocol Deviations

If your application is incomplete, the “Submit for review” button will not be active



Application Page- Ready to Submit

Press “Submit for Review” button to submit application to the IACUC

The screenshot displays the IACUC Admin interface. At the top, there are tabs for 'IACUC Admin' and 'IACUC Setup'. A left sidebar contains navigation options: 'Info Page', 'Documentation', 'My Applications' (highlighted with a red arrow), 'Student Protocols', 'Reviewer', 'CITI Certification', 'Meetings', and 'IACUC Members'. The main content area shows details for a protocol titled 'Test IACUC Protocol for Training'. It includes buttons for 'Edit', 'Copy', 'Upload Docs', and 'Print / Zip'. A message box states: 'Contact compliance@cofc.edu if you have any questions about the application.' Below this is a 'Submit for Review' button. The protocol details are as follows:

Protocol ID	20
PI	Sara Stevenson (Click here to view PI Docs)
PI Type	General Faculty
Review Type	Review Type Not Specified
Approval Status	New - Submitted Withdraw Application from Review
Submitted By	Sara Stevenson
Proposed Start Date	01/26/2021
End Date	01/25/2024
Project Type	Research
Application Type	New Protocol
Regulatory Agency	Not USDA

Below the details is a section for 'Application Sections' with an 'Upload Docs' button. It lists two sections:

- Technical Section of Funding Proposal (if applicable): 01/19/2021 Coastal Trawl Survey.pdf (Technical Section of Funding Proposal (if applicable))
- Federal, State or International Permits (if applicable): 01/19/2021 2019_GADNR permit.pdf (Federal, State or International Permits (if applicable))

At the bottom, there are tabs for 'Modification', 'Adverse Events', and 'Protocol Deviations'. The page number '44' is visible in the bottom right corner.

Submit

Edit Copy Upload Docs Print / Zip Messages (0) | Back

Test IACUC Protocol for Training

Contact compliance@cofc.edu if you have any questions about the application.

Submit for Review

Protocol ID	20
PI	Sara Stevenson (Click here to view PI Docs)
PI Type	General Faculty
Review Type	Review Type Not Specified
Approval Status	Submitted
Submitted By	Sara Stevenson
Proposed Start Date	01/26/2021
End Date	01/26/2021
Project Type	Research
Application Type	New Protocol
Regulatory Agency	NOT USDA

➔ Application Sections

Upload Docs

Technical Section of Funding Proposal (if applicable)	01/19/2021	Coastal Trawl Survey.pdf (Technical Section of Funding Proposal (if applicable))
Federal, State or International Permits (if applicable)	01/19/2021	2019_GADNR permit.pdf (Federal, State or International Permits (if applicable))

Modification Adverse Events Protocol Deviations

?

Press OK to complete submission.
You will receive a confirmation
email upon receipt.

PI Notified of Revisions Required via email

Revisions Required - IACUC ID: 2021-003



Research Compliance <noreply@axiommentor.com>

Today at 4:21 PM

To: Stevenson, Sara M. [↗](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

College of Charleston IACUC *Protocol Revisions Required*

To: Sara Stevenson

From: John Widholm, IACUC Chair

Subject: Protocol #2021-003

Date: 01/19/2021


The following revisions are requested by the IACUC to your protocol 2021-003 - Test IACUC Protocol for Training.


TEST TEST


If you have any questions, feel free to contact me.


If revisions are required, the PI will receive an email outlining the requested changes


Revisions Required: PI View


 Info Page


 Documentation


 **My Applications**


 Application Reports

 Student Protocols

 Reviewer

 CITI Certification

 Meetings

 IACUC Members




[Create New Application](#)


My Applications

»» **PI Documentation Warning**

Next Meeting:

Deadline for Submission:

IACUC ID  Status  I am the PI or Research Assoc 

Submitted 

IACUC #	Title	PI	Approved	A.R. Due
5	Title goes here	Sara Stevenson		
2021-02	Voluntary Consumption of Ethanol Pr...	Sara Stevenson		
21	Copy of Test IACUC Protocol for Tra...	Sara Stevenson		
2021-003	Test IACUC Protocol for Training	Sara Stevenson		Revisions Required

Page 1 of 1 [First](#) [Prev](#) [Next](#) [Last](#)

Application will be highlighted, and state “Revisions Required” in the My Applications section

Track Changes

Changes to the application are tracked and highlighted in green.

Add/Edit Answers

* **Describe the experimental procedures in detail.** For complicated procedures attach a flow chart in the file upload under this section.

Note: for assemblages or biotic surveys, describe the sampling method(s) to be used; specify net, trap, or whether a kill or live apparatus will be used and describe the restraint, handling, sampling, and marking or tagging methods.

Answer:

Experimental procedres go here Deleted text is ~~striked-through~~. New text is highlighted in green.

body ins

Save Answers Cancel

Submit Revisions

The screenshot shows the IACUC Admin interface. At the top, there are tabs for 'IACUC', 'IACUC Admin', and 'IACUC Setup'. On the left is a navigation menu with items: 'Info Page', 'Documentation', 'My Applications' (highlighted with a red arrow), 'Reports', 'Student Protocols', 'Reviewer', 'CITI Certification', 'Meetings', and 'IACUC Members'. The main content area is titled 'Test IACUC Protocol for Training' and includes buttons for 'Edit', 'Copy', 'Upload Docs', and 'Print / Zip'. A message bar says 'Contact compliance@cofc.edu if you have any questions about the application.' Below this is a checkbox labeled 'Submit Revisions for Review' which is highlighted in yellow. A list of application details follows, including Protocol ID (2021-003), PI (Sara Stevenson), PI Type (General Faculty), and two DMR entries (both 'Completed' on 01/26/2021). A dialog box is overlaid on the bottom right, asking 'Are you ready to submit your revisions to the IACUC?' with 'Cancel' and 'OK' buttons.

Once all revisions are complete, check to box next to "Submit for Review"

Approval

Email approval sent once approved by IACUC

IACUC Application Instructions for Faculty Sponsors



*IMPORTANT NOTE: FACULTY SPONSOR
ACTION IS REQUIRED IN ORDER FOR THE
STUDENT TO SUBMIT AN APPLICATION TO
THE IACUC*

Student Protocols-Faculty Sponsor

IRB

- Info Page
- Documentation
- My Protocols
- Protocol Reports
- Student Protocols**
- Reviewer
- CITI Certification
- Meetings

Student Protocols

Next Meeting:
Deadline for Submission:

Protocol Status

Acceptance Status

IRB Number	Title	PI	Status	Approved	A.R. Due
15	The Development and Evaluation of a...	Maggie McCabe	Exempt Review Requested		

Page 1 of 1

If you are a faculty sponsor, you will find the application under "Student Protocols" tab in the left navigation menu. Then press on the protocol title to review and submit to the IACUC.

Student Protocol Page

- Info Page
- Documentation
- My Protocols
- Protocol Reports
- Student Protocols**
- Reviewer
- CITI Certification
- Meetings

Edit Upload Docs Faculty Sponsor Action Print / Zip

Messages (0) | Back

The Development and Evaluation of an Environmental Education Program within a Nonprofit Organization

IF you are a new investigator (only) please contact Sara Stevenson in the IRB office at stevensonsm1@cofc.edu for guidance before you go too far into the protocol submission process.

Protocol not yet submitted to Faculty Sponsor.

Tracking Status: Waiting for Faculty Sponsor Approval

Application Forms

Protocol ID 15
PI Maggie McCabe (Click here to view PI Docs)
PI Type Student
Faculty Sponsor Tracey Hunter-Doniger (Click here to view PI Docs) 12/09/2020
Faculty Sponsor Acceptance Status Not Yet Accepted
Co-PI's Sara Stevenson (Click here to view PI Docs) 12/09/2020 (Can Edit)
Review Type Exempt Review
Approval Status Exempt Review Requested
Based On (2) Tests, Surveys, Interviews
Submitted By Sara Stevenson
Proposed Start Date 01/01/2020
End Date 12/31/2020
Consent Waived Not Requested
Waiver of Documentation of Informed Consent Not Requested
Number of Subjects 300

Application Forms

Upload Docs

Recruitment Materials	12/10/2020	recruit_mccabe.pdf (Recruitment Materials)
Survey Instruments	12/10/2020	survey_mccabe.pdf (Survey Instruments)
Site Permission Letter	12/10/2020	coopletter_mccabe.pdf (Site Permission Letter)
Additional Documentation	12/10/2020	facultysponsor_mccabe.pdf (Document)
Consent Form	12/10/2020	consent_mccabe.pdf (Consent Form)
Notifications	12/10/2020	Inform Faculty Sponsor of Student Protocol - IRB I... (Notifications)

View all sections of application by selecting "Application Forms" and by opening and reviewing the Uploads



Review Application Sections

Press “Reader Comments” to add comments on any response

Select the “Request Revisions” section to open a box to describe requested revisions.

Or edit them directly by selecting “Edit Answer”

* Rationale, Objectives and Significance

Provide a brief statement:

Answer: Suggested Word Count Limit: 750, Current Word Count: 174

Charleston Waterkeeper, an environmental nonprofit organization based in Charleston, South Carolina, has a mission to protect and restore local waterways for the surrounding community and future generations. One way the organization accomplishes this is with "boots-on-the-water" educational outreach opportunities through speaking engagements, fundraising and volunteer events, and hands-on activities. This study aims to accomplish two main goals. The first is to develop an environmental education program for Charleston Waterkeeper that can be modified, depending on the type of outreach event, and catered to a specific age group. The second goal is to evaluate the developed program within several adult-centered Charleston Waterkeeper outreach events to better understand its successfulness for improving participants' environmental knowledge and behavior. This will be accomplished by administering a pre- and post-survey to adults immediately before and after participation (respectively) and a long-term survey will be administered at least ten days after participation. Results of this research will provide Charleston Waterkeeper with an environmental education program, show impacts of using this program on adult participants, and provide opportunities for future research.

Reader Comments

Request Revisions

Edit Answer

* Describe the benefits of the proposed research to science and/or society.

Answer: Suggested Word Count Limit: 750, Current Word Count: 90

This research will provide Charleston Waterkeeper with an environmental education program that the organization can modify, depending on the type of outreach event, and cater to a specific age group. It will also provide insight into the effectiveness of the developed program for improving adult participants' environmental knowledge and behavior. With information obtained from this research, Charleston Waterkeeper will be able to better serve its target population (individuals and communities living in the Tri-County region) by enhancing the implementation of these events and improving the content relayed to adult participants.

Reader Comments

Request Revisions

Edit Answer

Complete review of the student application

Press “Faculty Sponsor Action” button to complete the review of the student application and submit to the IACUC



[Messages \(0\)](#) | [Back](#)

The Development and Evaluation of an Environmental Education Program within a Nonprofit Organization

And select the appropriate response from the dropdown box.

Faculty Sponsor Action

Acceptance Status

✓ Not Yet Accepted

Faculty Sponsor Revisions Required

Accepted

Rejected

THE STUDENT APPLICATION IS ONLY SUBMITTED TO THE IACUC ONCE YOU HAVE ACCEPTED AND PRESS “UPDATE STATUS”

Faculty Sponsor Action

Acceptance Status

Update Status

Cancel



Key Tips/Insights:

- If the application is complete and ready to submit to IACUC, select “Accepted” and the select “Update Status”
 - This will submit it to IACUC

IACUC Member Review Instructions



Assigned Reviewers listed on Page

IACUC | IACUC Admin | IACUC Setup

Applications | Edit | Copy | Reviewers | Upload Docs | Undelete | IACUC Action | Send Notification | Print / Zip

Logs | Messages (0) | Back

Pending Items | Test IACUC Protocol for Training

Meeting Notes | Administrator Notes | Tracking Status: Submitted to IACUC
Admin Only Notes

Request Revisions

Admin | Assign Admin

Protocol ID: 2021-003 | Mark Application as Deleted | Lock | Inactive Personnel

PI: Sara Stevenson <stevensonsm1@cofc.edu> (Click here to view PI Docs)

PI Type: General Faculty

Department: | PI Institution: | Co-PI's: | External PIs:

DMR: John Widholm / Pending / 01/26/2021 5:00 PM EST | Complete Review | Notes

DMR: Chad Galuska / Pending / 01/26/2021 5:00 PM EST | Complete Review | Notes

Review Type: Review Type Not Specified

Approval Status: New - Submitted

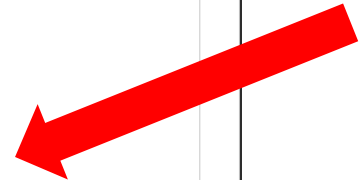
Submitted By: Sara Stevenson

Date Received: 01/19/2021

Date of Completion: Set Date

Date Approved: | Three Year Expiration Date: | Proposed Start Date: 01/26/2021 | End Date: 01/25/2024 | Date Closed: |

If you are an assigned reviewer, your name will appear here



Review Assigned

If you are assigned a protocol to review, you will receive an email notification with a direct link to the protocol.

Protocols assigned to you can also be found under the “Reviewer” section in the left navigation menu, under the IACUC tab

IACUC IACUC Admin IACUC Setup

Review Applications

Review Status: Pending P.I. Search

Review type: All IRB ID Search

IACUC Number	Title	PI	Status	Review Role / Review Type	Date Assigned
2021-003	Test IACUC Protocol for Training	Sara Stevenson	New - Submitted	• DMR (P) Application	01/19/2021

Page 1 of 1 First Prev Next Last

Press on the title to open the protocol

View Application Page

Review Decline Print / Zip Messages (0) | Back

Test IACUC Protocol for Training

[Contact compliance@cofc.edu if you have any questions about the application.](#)

[Application Review Assignment](#)

Protocol ID	2021-003
PI	Sara Stevenson (Click here to view PI Docs)
PI Type	General Faculty
DMR	John Widholm / Pending / 01/26/2021 5:00 PM EST
DMR	Chad Galuska / Pending / 01/26/2021 5:00 PM EST
Review Type	Review Type Not Specified
Approval Status	New - Submitted
Submitted By	Sara Stevenson
Date Received	01/19/2021
Proposed Start Date	01/26/2021
End Date	01/25/2024
Project Type	Research
Application Type	New Protocol
Regulatory Agency	Not USDA

[Application Sections](#)

Technical Section of Funding Proposal (if applicable)	01/19/2021	Coastal Trawl Survey.pdf	(Technical Section of Funding Proposal (if applicable))
Federal, State or International Permits (if applicable)	01/19/2021	2019_GADNR permit.pdf	(Federal, State or International Permits (if applicable))

Modification **Adverse Events** **Protocol Deviations**

[?](#)

Click on "Application Sections" to view the full application

Additional uploads are included at the bottom of the Application Page

View Application Sections

Or check the "Expand All Sections" box to expand all application sections

Press the arrows to expand the application section and view the answers



IACUC IACUC Admin IACUC Setup

Application Sections

Test IACUC Protocol for Training
PI: Sara Stevenson

Expand All Sections

» Personnel Qualifications	
» Research Protocol	Date Last Updated: 01/19/2021 2:38 PM EST
» Animal Information *	Date Last Updated: 01/19/2021 2:49 PM EST
» Surgical Procedures	Date Last Updated: 01/19/2021 2:57 PM EST



View Application Answers

Research Protocol

Date Last Updated: 01/19/2021 2:38 PM EST

Read through the application answers. If you have any comments or stipulations, press “Reader Comments” below the answer.



Requested Documents

- Complicated procedures flow chart

Questions

Protocol description: provide a brief statement in non-scientific language

Answer:

Brief statement goes here.

[Reader Comments](#)

Is this related to a course?

- Answer:** 1. Yes
 1. No

Course number goes here

[Reader Comments](#)

External Funding: Is this project associated with an external grant of fellowship?

- Answer:** 1. Yes
 2. Pending

 [Coastal Trawl Survey.pdf](#) (Technical Section of Funding Proposal (if applicable))

3. No

Funding sources goes here. PDF attached.

[Reader Comments](#)

If this project is associated with an external grant or fellowship, are the contents of this protocol the same as those described in the funding application?

- Answer:** 1. Yes
 2. No
 Not Applicable

[Reader Comments](#)

External Collaboration: Does this protocol involve collaboration with another institution?

- Answer:** 1. Yes
 2. No

[Reader Comments](#)

Permits: Are any state, federal or international permits required?

- Answer:** 1. Yes

Add Reader Comment

Reader Comments Cancel

Reader Comments

Question

New Reader Comment Copy Answer Into Editor

Source **B** *I* U ~~ABC~~ [List Icons] [Link Icon] [Image Icon] [Table Icon] [Grid Icon] [Globe Icon] [Smiley Icon] [Refresh Icon] [Undo Icon] [Redo Icon] [Close Icon]

Comment goes here. |

**Add comment in the text box
and press save**

body

Reader Comments Hidden from Study Team
Reader Comments Displayed only to Administrator

Save Cancel

Comments Highlighted and Timestamped

Answers with comments are highlighted in green.

Press on the arrows to display comment

To display to other reviewers: check the box "Display Comment to Other Readers"

Special Safety Training and Approvals: Are certified training or special approvals by the Biosafety Committee or Environmental Health and Safety required?

Answer: 1. Yes
✓2. No

Research Environment: Describe the environment in which the research will be conducted. Examples include: field, laboratory, or sterile surgical room. Include building and room number, if applicable.

Answer:
RITA 300

Reader Comments

John Widholm

01/19/2021 3:27 PM EST

Greater specificity needed

Display Comment to Other Readers

Indicates which Sections have Comments

IACUC

IACUC Admin

IACUC Setup

Application Sections

[View Application Page](#)

Test IACUC Protocol for Training

PI: Sara Stevenson

Highlight Comments Entered Since



[Clear](#) [Acceptable Formats](#)

Expand All Sections

Personnel Qualifications

Research Protocol **Questions with Comments: 2**

Date Last Updated: 01/19/2021 2:38 PM EST

Animal Information *

Date Last Updated: 01/19/2021 2:49 PM EST

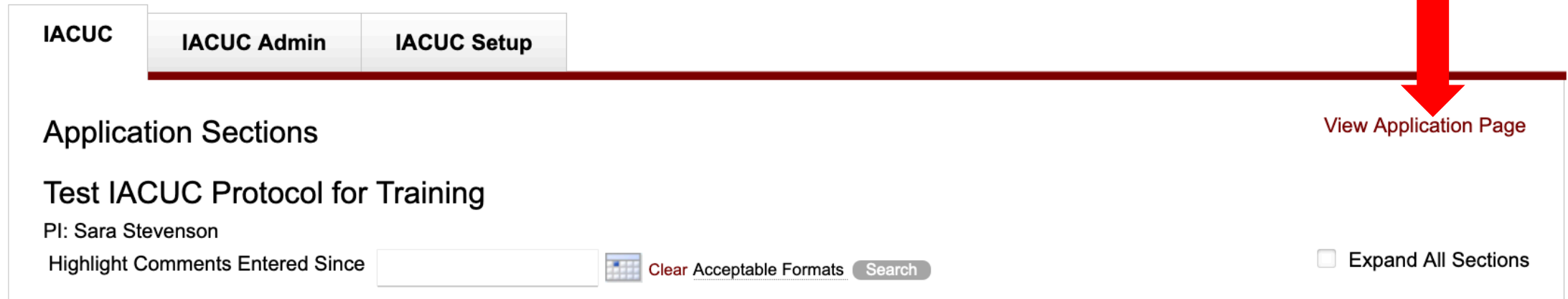
Surgical Procedures

Date Last Updated: 01/19/2021 2:57 PM EST



Go back to Application Page to complete review

Press "View Application Page" from the top of the page



The screenshot shows a web interface for IACUC management. At the top, there is a navigation bar with three tabs: "IACUC", "IACUC Admin", and "IACUC Setup". Below the navigation bar, the main content area is titled "Application Sections". Under this section, there is a heading "Test IACUC Protocol for Training" followed by the text "PI: Sara Stevenson". Below this, there is a form field labeled "Highlight Comments Entered Since" with a calendar icon to its right. To the right of the form field are two buttons: "Clear Acceptable Formats" and "Search". On the far right of the page, there is a link labeled "View Application Page" with a red arrow pointing down to it from the text above. At the bottom right of the page, there is a checkbox labeled "Expand All Sections".

IACUC IACUC Admin IACUC Setup

Application Sections

Test IACUC Protocol for Training

PI: Sara Stevenson

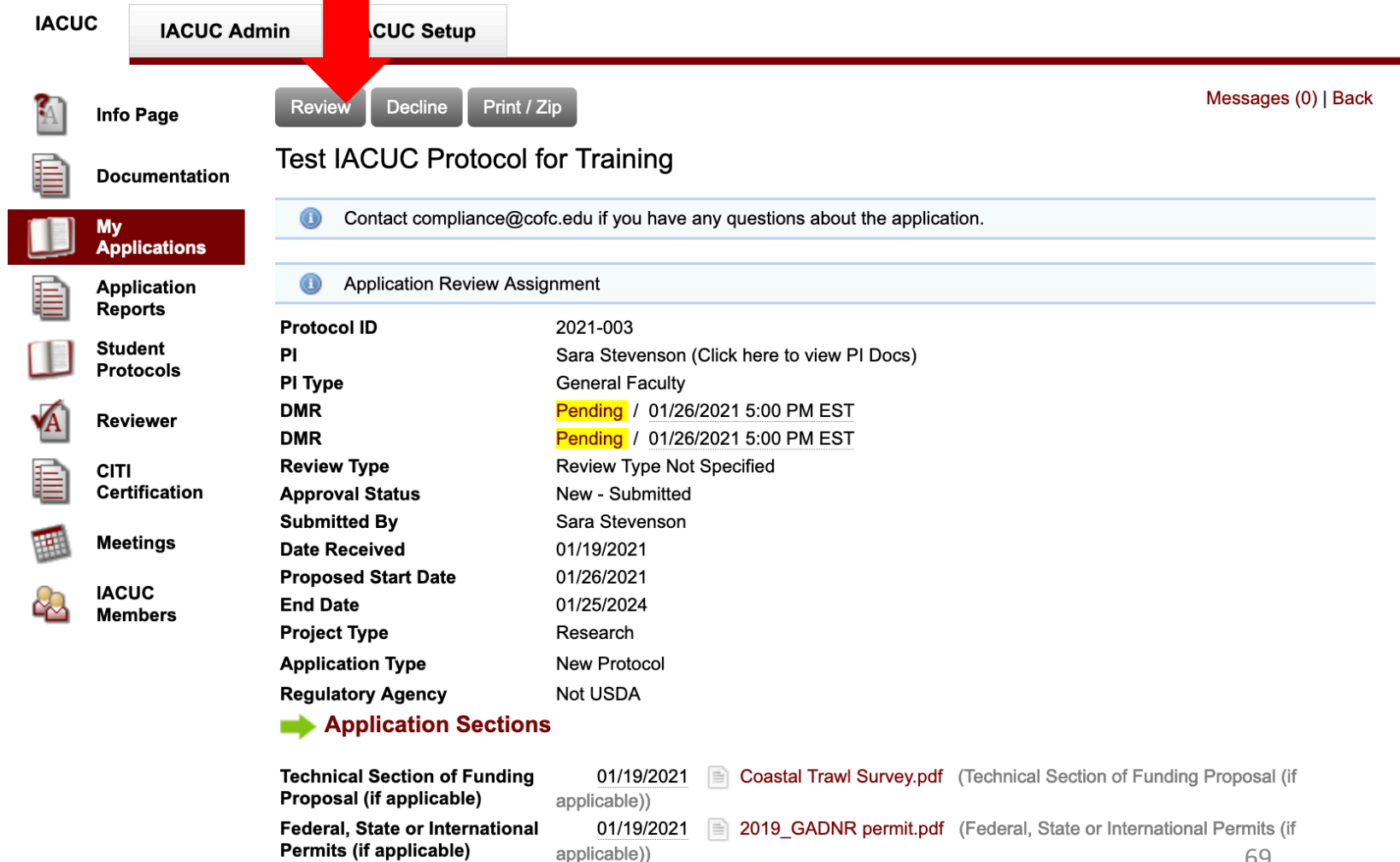
Highlight Comments Entered Since  [Clear Acceptable Formats](#)

[View Application Page](#)

Expand All Sections

Complete Review

From the "My Applications Page", press the "Review" button



The screenshot shows the IACUC Admin interface. At the top, there are tabs for 'IACUC Admin' and 'IACUC Setup'. Below the tabs, there is a navigation menu on the left with options: 'Info Page', 'Documentation', 'My Applications' (highlighted in red), 'Application Reports', 'Student Protocols', 'Reviewer', 'CITI Certification', 'Meetings', and 'IACUC Members'. The main content area displays the details for a 'Test IACUC Protocol for Training'. At the top of this area, there are buttons for 'Review', 'Decline', and 'Print / Zip'. A red arrow points to the 'Review' button. Below the buttons, there is a message: 'Contact compliance@cofc.edu if you have any questions about the application.' and another message: 'Application Review Assignment'. The details section includes fields for Protocol ID, PI, PI Type, DMR, Review Type, Approval Status, Submitted By, Date Received, Proposed Start Date, End Date, Project Type, Application Type, and Regulatory Agency. At the bottom, there is a section for 'Application Sections' with two entries: 'Technical Section of Funding Proposal (if applicable)' and 'Federal, State or International Permits (if applicable)'. The page number '69' is visible in the bottom right corner.

IACUC Admin IACUC Setup

Info Page Review Decline Print / Zip Messages (0) | Back

Documentation

My Applications

Application Reports

Student Protocols

Reviewer

CITI Certification

Meetings

IACUC Members

Test IACUC Protocol for Training

Contact compliance@cofc.edu if you have any questions about the application.

Application Review Assignment

Protocol ID 2021-003

PI Sara Stevenson (Click here to view PI Docs)

PI Type General Faculty

DMR Pending / 01/26/2021 5:00 PM EST

DMR Pending / 01/26/2021 5:00 PM EST

Review Type Review Type Not Specified

Approval Status New - Submitted

Submitted By Sara Stevenson

Date Received 01/19/2021

Proposed Start Date 01/26/2021

End Date 01/25/2024

Project Type Research

Application Type New Protocol

Regulatory Agency Not USDA

➔ Application Sections

Technical Section of Funding Proposal (if applicable) 01/19/2021 Coastal Trawl Survey.pdf (Technical Section of Funding Proposal (if applicable))

Federal, State or International Permits (if applicable) 01/19/2021 2019_GADNR permit.pdf (Federal, State or International Permits (if applicable))

69

Review Page

Step 1: Leave any comments and review status: approve, recommend full committee review, approve with stipulations

The screenshot shows the IACUC Review Page interface. At the top left, there are navigation tabs for 'IACUC Admin' and 'IACUC S...'. A red arrow points from the text 'Step 1' to the 'Reviewer Comments' button. On the left side, there is a vertical menu with icons and labels: 'Info Page', 'Documentation', 'My Applications', 'Application Reports', 'Student Protocols', and 'Reviewer' (highlighted in a dark red box). The main content area displays 'Test IACUC Protocol for Training' and 'Application Review Assignment'. Below this, it shows 'Reviewer John Widholm (DMR)', 'Review Status Pending' (with a dropdown arrow), and 'Due Date 01/26/2021 5:00 PM EST'. A red arrow points from the text 'Step 2' to the dropdown arrow of the 'Review Status' field. At the top right, there are links for 'View Application | Back'.

Step 2: Then change the review status from the drop-down menu

Step 1: Reviewer Comments:

Add comments in the text box and press Save

Edit Reviewer Comments Cancel

Edit Reviewer Comments

Reviewer John Widholm
Due Date 01/26/2021 5:00 PM EST

Review Text

Source **B** *I* U **abc** [List Icons] [Clipboard Icons] [ABC] [Calendar] [Image] [Globe] [Smiley] [Refresh] [Print]

[Check] [Undo] [Redo] [Clear]

Can approve once reader comment on housing is addressed

body

Save **Close**

Step 2: Change Review Status

Reviewer Comments

Test IACUC Protocol for Training

i Application Review Assignment

Reviewer	Pending
Review Status	✓ Pending - Revisions Required
Due Date	Completed

Reviewer General Comments: Can approve once reader comment on housing is addressed

Choose "Completed" if approved with no stipulations
If approved with stipulations, choose "Pending-Revisions Required" if revisions are required. This will pull up a notification message to the IACUC admin

Revisions Required

Send Application Notification Cancel

Send Application Notification

To IACUC Administrators

Subject Reviewer Revisions Required - IACUC ID: 2021-003

Date January 19, 2021

Add Attachments

Source

B *I* U abc x₂ x² Format Font Size

To: Sara Stevenson
From: John Widholm, IACUC Chair
Subject: Protocol #2021-003
Date: 01/19/2021

The following revisions are requested by the IACUC to your protocol 2021-003 - Test IACUC Protocol for Training.

Can approve once reader comment on housing is addressed

If you have any questions, feel free to contact me.

John Widholm,
IACUC Chair
widholmj@cofc.edu

Send Cancel

Pending-Revisions Required option will pull up this message window. Write the required revisions in the text box and press send. This will send the message to the IACUC admin—not the PI.


Review Complete- Revisions Required

Reviewer Comments

Test IACUC Protocol for Training

 Application Review Assignment

Reviewer John Widholm (DMR)

Review Status Pending - Revisions Required 

Due Date 01/26/2021 5:00 PM EST

Reviewer General Comments: Can approve once reader comment on housing is addressed


If revisions are requested, this will be the final screen once you press send. You will be notified again once revisions are submitted.


Review Complete


IACUC


IACUC Admin IACUC Setup


View Application | Back


 Info Page


 Documentation


 My Applications


 Application Reports

 Student Protocols


 **Reviewer**

 CITI Certification

 Meetings

 IACUC Members

Test IACUC Protocol for Training

 Application Review Assignment

Reviewer Chad Galuska (DMR)

Review Status: Completed

Due Date 01/26/2021 5:00 PM EST

Reviewer General Comments: Looks great, no revisions requested.

If you have completed your review and no revisions required, once you see this screen then the review is complete.

While Pending: No application appears

IACUC

IACUC Admin IACUC Setup

Info Page

Documentation

My Applications

Application Reports

Student Protocols

Reviewer

CITI Certification

Meetings

IACUC Members

Review Applications

Review Status: Pending P.I.

Review type: All IRB ID

IACUC Number	Title	PI	Status	Review Role / Review Type	Date Assigned
No Applications Found					

Revisions Required: PI View

IACUC Admin IACUC Setup

Info Page Create New Application

Documentation My Applications

My Applications

Application Reports

Student Protocols

Reviewer

CITI Certification

Meetings

IACUC Members

» PI Documentation Warning

Next Meeting:

Deadline for Submission:

IACUC ID Status All I am the PI or Research Assoc

Submitted All

IACUC #	Title	PI	Approved	A.R. Due
5	Title goes here	Sara Stevenson		
2021-02	Voluntary Consumption of Ethanol Pr...	Sara Stevenson		
2021-003	Test IACUC Protocol for Training	Sara Stevenson		Revisions Required

Page 1 of 1 First Prev Next Last

Application will state "Revisions Required" when in that status.

Reviewer Notes now listed

PDFs of reviewer notes are now included in the application. You can use these as a reference if revisions were requested, or look at the Reader Comments in the Application Sections



Messages (0) | Back

Edit Copy Upload Docs Print / Zip

Test IACUC Protocol for Training

Contact compliance@cofc.edu if you have any questions about the application.

Protocol ID	2021-003
PI	Sara Stevenson (Click here to view PI Docs)
PI Type	General Faculty
DMR	Pending - Revisions Required / 01/26/2021 5:00 PM EST
DMR	Completed / 01/26/2021 5:00 PM EST
Review Type	Review Type Not Specified
Approval Status	New - Submitted Withdraw Application from Review
Submitted By	Sara Stevenson
Date Received	01/19/2021
Proposed Start Date	01/26/2021
End Date	01/25/2024
Project Type	Research
Application Type	New Protocol
Regulatory Agency	Not USDA

Application Sections

Upload Docs

Reviewer Notes	01/19/2021	DMR Review Notes.pdf (Reviewer Notes)
	01/19/2021	DMR Review Notes.pdf (Reviewer Notes)
Technical Section of Funding Proposal (if applicable)	01/19/2021	Coastal Trawl Survey.pdf (Technical Section of Funding Proposal (if applicable))
Federal, State or International Permits (if applicable)	01/19/2021	2019_GADNR permit.pdf (Federal, State or International Permits (if applicable))

Modification Adverse Events Protocol Deviations

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Reassigned DMR after Revisions

If a revised application is sent back to you for re-review, press “DMR 2” for the second review. The first review, “DMR,” is already complete.

The screenshot shows the IACUC Admin interface. At the top, there are tabs for 'IACUC Admin' and 'IACUC Setup'. Below the tabs, there are navigation icons and labels: 'Info Page', 'Documentation', 'My Applications', 'Application Reports', 'Student Protocols', 'Reviewer' (highlighted in red), 'CITI Certification', 'Meetings', and 'IACUC Members'. In the top right corner, there are buttons for 'DMR', 'DMR 2', 'Decline DMR 2', and 'Print / Zip', along with 'Messages (0) | Back'. The main content area is titled 'Test IACUC Protocol for Training' and contains an information box with the text 'Contact compliance@cofc.edu if you have any questions about the application.' Below this is another information box titled 'Application Review Assignment'. The main content area also displays a list of review details:

Protocol ID	2021-003
PI	Sara Stevenson (Click here to view PI Docs)
PI Type	General Faculty
DMR	John Widholm / Completed / 01/26/2021 5:00 PM EST
DMR	Chad Galuska / Completed / 01/26/2021 5:00 PM EST
DMR	John Widholm / Pending / 01/26/2021 5:00 PM EST
Review Type	Designated Member Review
Approval Status	New - Designated Member Review / Revisions Required
Based On	
Submitted By	Sara Stevenson
Date Received	01/19/2021
Proposed Start Date	01/26/2021
End Date	01/25/2024
Project Type	Research
Application Type	New Protocol
Regulatory Agency	Not USDA

Changes tracked in application

Describe the experimental procedures in detail. For complicated procedures attach a flow chart in the file upload under this section.

Note: for assemblages or biotic surveys, describe the sampling method(s) to be used; specify net, trap, or whether a kill or live apparatus will be used and describe the restraint, handling, sampling, and marking or tagging methods.

Answer:

~~Experimental procedres go here~~ Deleted text is striked-through. New text is highlighted in green.

Versions 01/19/2021 4:25 PM EST [Reader Comments](#)

~~Describe methods to access pain/distress~~ For painful/distressful procedures, explain methods used to alleviate pain/distress or justify why pain/distress

Revisions are tracked in green. Old text is stricken-through.

Protocol Modification Submission Instructions



Modification tab located at bottom of Application Page



To start a new protocol modification, press "Create New Modification" button


Choose which application sections to modify

Note: Add additional students by selecting “Personnel Qualifications”

Check all that apply

Create New Modification

Create New Modification

 This form will create a new Modification. You will be prompted after the Modification record is created to provide additional information and/or file uploads.


Application Title Test IACUC Protocol for Training

Select Application Sections you wish to revise

- Personnel Qualifications
- Research Protocol
- Animal Information
- Surgical Procedures

Continuing Reviews **Modification** **Adverse Events** **Protocol Deviations**

[Create New Modification](#) (New Modification disabled until current Modification is approved.)

	Status	Status Date
 2	02/26/2021	New - Not Yet Submitted

[Submit](#)

[Edit Application Sections](#) [Print](#) [Messages \(0\)](#)

[Modification Questionnaire](#)

Required Questions Not Answered

Press "Edit Application Sections" to revise application information

Press "Modification Questionnaire" to provide a summary of proposed changes.

Modification Questionnaire

2021-003. Test IACUC Protocol for Training

[Print to PDF](#) | [Back](#)

Modification Questionnaire

Add/Edit Answers

Press here to begin answering required questions.

1. Summary	Type: Long answer	Required
* Please provide a summary of all changes to be made:		

2. PainCategory	Type: Multiple Choice	Required
* Will the proposed changes increase pain or distress?		
Options:	Yes	
	No	

3. Personnel	Type: Multiple Choice	Required
* Are there personnel changes? (Note: changes should be made on the Personnel application section. Be sure to select Personnel as an application section to be modified if you answer "Yes".)		
Options:	Yes	
	No	

Complete Modification Questionnaire

Modification Questionnaire Cancel

body

2. PainCategory Type: Multiple Choice **Required**

Answer is Required

* Will the proposed changes increase pain or distress?

Options: Yes
 No

3. Personnel Type: Multiple Choice **Required**

Answer is Required

* Are there personnel changes? (Note: changes should be made on the Personnel application section. Be sure to select Personnel as an application section to be modified if you answer "Yes".)

Options: Yes
 No

Save Answer **Skip Question** **Cancel**

Modification Questionnaire

How do you wish to proceed?

Return to Application Page

Review Answers

Press "Save Answer" once complete, then "Return to Application Page" to continue modification and revise application sections.

Change Application Sections information

Add/Edit Answers

Cancel

*** Describe the experimental procedures in detail.** For complicated procedures attach a flow chart in the file upload under this section.

Note: for assemblages or biotic surveys, describe the sampling method(s) to be used; specify net, trap, or whether a kill or live apparatus will be used and describe the restraint, handling, sampling, and marking or tagging methods.

Answer:

Deleted text is struck-through. New text is highlighted in green. Changes are tracked as made to the application sections

Make changes in the text box and press "Save Answers"

Save Answers

Cancel

Submit Modification

Once changes are made and questionnaire is answered, press the "Submit" button

Continuing Reviews **Modification** **Adverse Events** **Protocol Deviations**

Create New Modification (New Modification disabled until current Modification is approved.)

	Status	Status Date
2 02/26/2021	New - Not Yet Submitted	

Submit

Edit Application Sections [Print](#) Messages (0)

Modification Questionnaire ✓

You are about to submit this amendment.
Would you like to proceed?

[Cancel](#) [OK](#)

Press OK to complete submission.

Annual Review (Continuing Review) Submission Instructions



Continuing Reviews, Modifications location at bottom of Application Page

Continuing Reviews **Modification** **Adverse Events** **Protocol Deviations**

Year	Status	Due Date	Date Received	Date Approved	Submitted By
1	Due	01/04/2022			

[Complete & Submit](#) [Print](#)

Press "Complete and Submit" to start the Continuing Review

Recommend submitting 2 weeks prior to Due Date provided

Set Continuation Status

Continuing Review Cancel

Continuing Review

IACUC ID 2021-003

Application Title Test IACUC Protocol for Training

Year Number 1

Number of Subjects Approved

* Continuation Status

Have there been any adverse events or unanticipated problems during the study? Describe the situation and how it was addressed/resolved.

Answer:

- Select Continuation Status -

✓ Year 1

Year 2

Year 3-Final Report

Choose the appropriate year

Answer Continuing Review Questions

Continuing Review Cancel

* Have there been any adverse events or unanticipated problems during the past year? If yes, describe the situation and how it was addressed/resolved.

Answer:

Source B I U abc [List Icons] [ABC] [Calendar] [Image] [Globe] [Smiley] [Refresh] [Shield]

no

* Have any student research assistants been involved with this protocol in the past year?

Options: No

Yes- Add the students to the Personnel section of the Application Forms. CITI information will be updated automatically.

* Do you have any new or renewed permits?

Options: No


Yes

* Do you have any conflicts of interest to update? If yes, explain.

Upload new permits

* Do you have any new or renewed permits?

Options: No
 Yes

 Upload new or renewed permits.

no file selected

Selecting “Yes” will prompt an upload option. Upload any new or renewed permits—one file only so compile into a single PDF on your device before uploading.

Upload Animal Use Information

* **Previous Year Animal Use Summary**

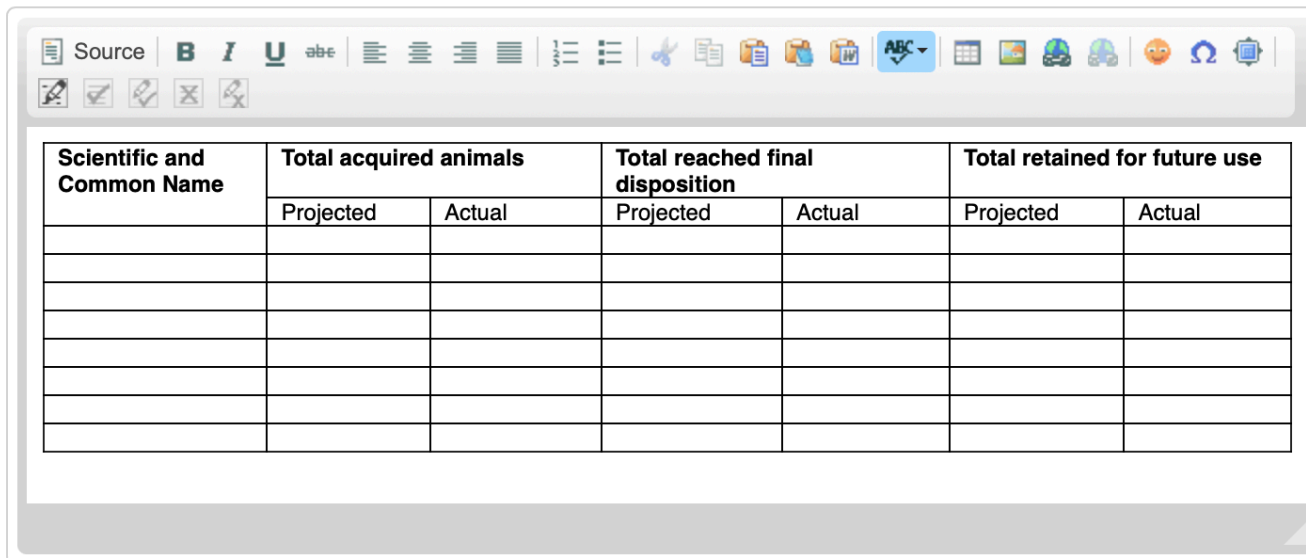
Complete the chart. Add additional rows as needed.

Explain any instances where projected and actual numbers vary.

*For Assemblages or Biotic Surveys, provide an updated **Species Chart**.*

i This question includes an "Answer Template". Should you delete or otherwise corrupt the template (since you have full edit capability on the answer), you can reset your answer to the original template by deleting all contents of your answer. Then save your answer and then re-open the answer form and the template will appear.

Answer: [Reset Answer to Blank Template](#)

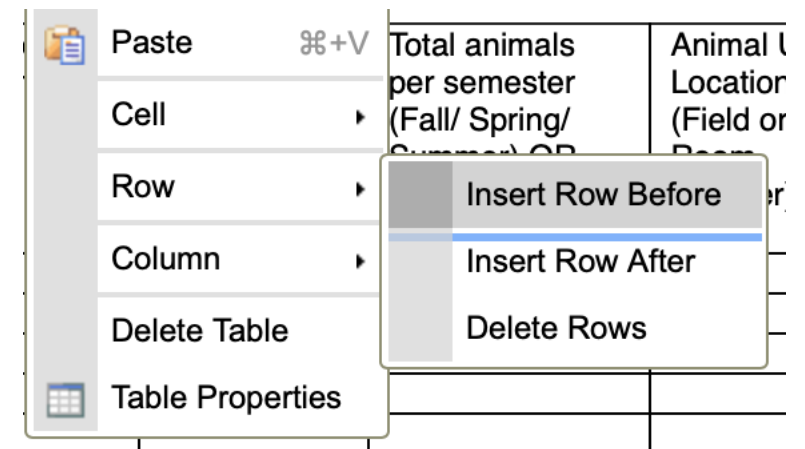


The screenshot shows a rich text editor interface with a table template. The table has the following structure:

Scientific and Common Name	Total acquired animals		Total reached final disposition		Total retained for future use	
	Projected	Actual	Projected	Actual	Projected	Actual

Use the answer template and fill in the chart.

Additional rows can be added by right-click in the table and choosing **Row->Insert Row After**



Assemblages/Biotic Surveys

*** ⓘ Next Year Projected Animal Use Summary**

Complete the chart. Add additional rows as needed.

*Note: changes to pain and distress category require submission of a Protocol Modification.

For Assemblages or Biotic Surveys, provide an updated *Species Chart*.



ⓘ This question includes an "Answer Template". Should you delete or otherwise corrupt the template (since you have full edit capability on the answer), you can reset your answer to the original template by deleting all contents of your answer. Then save your answer and then re-open the answer form and the template will appear.

Answer: [Reset Answer to Blank Template](#)

Species Name	Pain & Distress Category*	Total animals per semester (Fall/ Spring/ Summer) OR year total for field studies	Animal Use Location (Field or Room Number)	Animal Housing—include all animals housed longer than 12 hours				
				Location	Max Daily Census	Start Date	End Date	Care by IACUP Staff (Y/N)?

body table tbody tr td

For assemblage/biotic surveys with multiple species, use the Species Chart .xls file instead, which can be downloaded by clicking on "Species Chart". Upload completed PDF at the end of the CR.

Submit Report

Once completed, submit report.

See Modification Submission Instructions if a modification is also needed.

Continuing Review Cancel

Additional Comments

Source **B** *I* U abc [List Icons] [ABC]

none

Upload Updated Species Chart (for assemblages and biotic surveys) no file selected

An email will automatically be sent to the IACUC Chair and Administrator upon successful upload of your Continuing Review. If you would like to send any message along in that email, please use the text box below.

Message

