

Click Portal
IACUC Module
Protocol Submission
Guide

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University at Buffalo
The State University of New York

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IACUC Module - Study Submission Guide

Table of Contents

- What is the Click Portal? 4
 - IACUC Module Description 6
 - Getting a Click Account 6
 - Logging into the Click Portal 7
- Basic Navigation 8
 - My Inbox 8
 - IACUC Submissions..... 9
 - The Workspace 10
 - SmartForms..... 12
- Filtering and Sorting Data 14
 - Filtering Data..... 14
 - Using Advanced Filters..... 15
 - Sorting Data 15
- Before You Create a Protocol..... 16
 - Update Your Animal Research Experience 16
 - Plan Out Your Protocol 17
 - Understanding Building Blocks 18
 - Check for Existing Building Blocks..... 18
- Create Building Blocks..... 20
 - Create a Research Team 20
 - Create Team Substances..... 21
 - Create Team Procedures..... 22
- Create a Protocol 26
 - Basic Information 26
 - Protocol Team Members 27
 - Adding Internal Team Members 28
 - Adding External Team Members 28
 - Funding Sources..... 30

Scientific Aims	31
Experiments	32
Procedure Personnel Assignment.....	35
Supporting Documents	36
Submitting a Study for Review.....	38
The Review Process.....	38
Clarification Requests/Modifications Required	39
Review the Request Details	39
Respond to Reviewer Notes.....	40
Submit a Revised Protocol	40
Assigning Additional Roles to Personnel on a Protocol	42
Assign PI Proxy	42
Assign Primary Contact	42
Manage Guest List	43
Follow-On Submissions	44
Creating an Amendment.....	44
Amendment SmartForm	45
Editing the Protocol	45
Submitting the Amendment for Review	46
Creating an Annual Review	47
Annual Review SmartForms	47
Submitting the Annual Review.....	48
Creating a Triennial (<i>de novo</i>) Review	49
Triennial Review SmartForms	50
Editing the Protocol	50
Submitting the Triennial Review.....	51
Requesting Protocol Closure.....	52
Request Closure Form.....	53

What is the Click Portal?

The SUNY Pre-Award and Compliance System (PACS) is a multi-year collaboration created to support investigators and students along with compliance and research administrative staff by giving them a new administrative tool - the Click Portal.

Click will automate the submission, review, and approval processes while managing all major administrative aspects of the research and compliance lifecycle - from proposal development and submission through compliance checks, negotiations, award setup and award management, to eventual project closeout.

This system integrates the following aspects of research administration into a single system:

- Institutional Review Board (IRB)
- Institutional Animal Care and Use Committee (IACUC)
- Grants Management
- Conflicts of Interest (COI)
- Research Agreements
- Safety

Under the stewardship of UB's Office of the Vice President for Research and Economic Development, this platform will allow the University at Buffalo to achieve a new level of uniformity and efficiency, while also producing valuable data analytics that can guide future decisions.

UB is helping lead this SUNY-wide effort and was the first campus to implement the Click Portal, beginning with the IRB module in Fall 2015.

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IACUC Module Description

The Institutional Animal Care and Use Committee (IACUC) must review and approve all animal use protocols in order to maintain the University's high research standards. It does so by following federal and state regulations, which reflect the professional standards of ethical conduct governing the use of animal subjects in research.

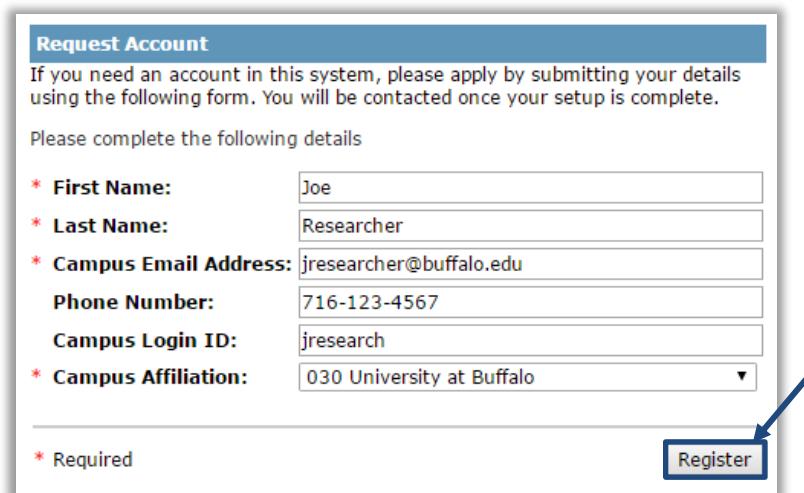
The Click IACUC module provides a streamlined way for researchers to create and submit protocols for studies involving animal subjects. It provides support for initial submissions, amendments, annual reviews, triennial renewals, and semi-annual inspections. The module also allows for the reporting of concerns involving the care and use of animals in scientific and educational activities at the institution.

Getting a Click Account

Accounts have been created for all faculty and staff at the University at Buffalo in preparation for campus-wide implementation of the Click Portal. Users will log into the system using their **UBIT Name** and **Password**.

If your login attempt is unsuccessful, or you are a student participating on a research team, please follow the instructions below to request an account:

1. Navigate to the [UB Research Services: Training and Development webpage](https://www.buffalo.edu/research/research-services/training.html) at <https://www.buffalo.edu/research/research-services/training.html>. Locate the **Click Portal Login** area on the right of the page, and click on the registration link.
2. Complete the **Request Account** form at the bottom of the page, and then click the **Register** button. Be sure to select the *University at Buffalo* as your **Campus Affiliation**.



Request Account

If you need an account in this system, please apply by submitting your details using the following form. You will be contacted once your setup is complete.

Please complete the following details

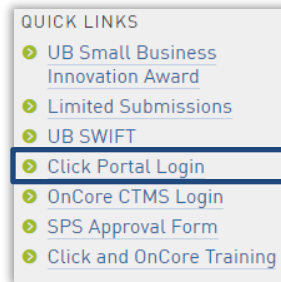
* First Name:	<input type="text" value="Joe"/>
* Last Name:	<input type="text" value="Researcher"/>
* Campus Email Address:	<input type="text" value="jresearcher@buffalo.edu"/>
Phone Number:	<input type="text" value="716-123-4567"/>
Campus Login ID:	<input type="text" value="jresearch"/>
* Campus Affiliation:	<input type="text" value="030 University at Buffalo"/>

* Required

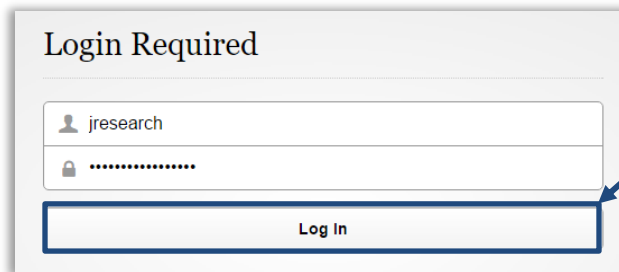
You will receive an email notification when your account has been activated.

Logging into the Click Portal

1. Navigate to the [UB Research and Economic Development](http://www.buffalo.edu/research) page at <http://www.buffalo.edu/research>
2. Locate the **Quick Links** section in the center of the page.
3. Click on the **Click Portal Login** link.



4. Enter your **UBIT Name** and **Password** in the fields, and then click the **Log In** button.



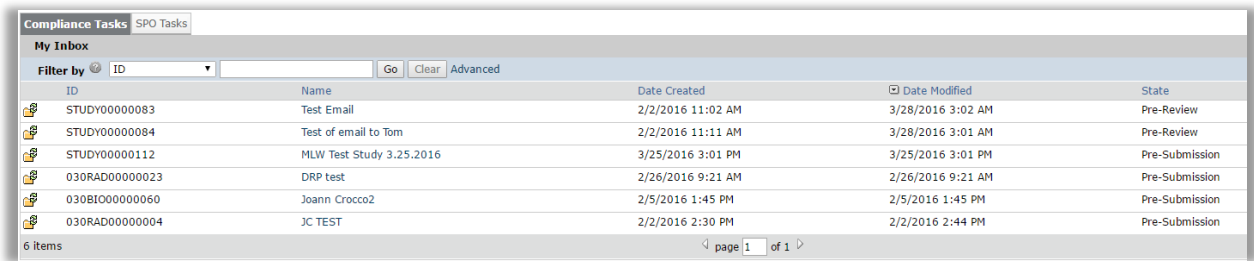
Basic Navigation

My Inbox

Each time you log into the **Click Portal**, you will be taken to your **Inbox**. This area of the portal contains a list of all submissions that currently require you to take an action.

My Inbox is divided into two tabbed pages:

- **Compliance Tasks** - At present, this tab contains a list of your IRB, IACUC, and Safety submissions that currently require you to take an action.
- **SPO Tasks** - At present, this tab contains a list of your Agreements and COI Disclosures that currently require you to take an action.

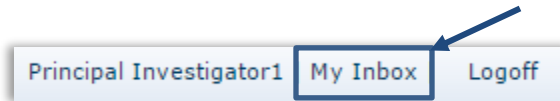


The listings within **My Inbox** can be sorted by using the **Filter by** option. This option will allow you to search by **ID number**, **Name**, **Date Created**, **Date Modified**, or **State**.

To determine what type of action you need to take on a submission, look at the **State** column; see the chart below for an explanation of the action required for each **State**.

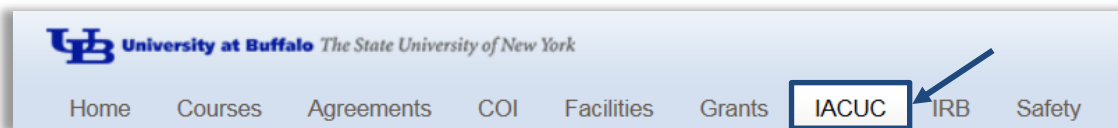
IACUC Submissions in My Inbox	
State	Explanation
Pre-Submission	The submission has been created but has <u>not yet been submitted</u> to the IACUC for review. Complete the submission as necessary and submit it to the IACUC to start the review process.
Clarification Requested (Pre-Review)	The submission has been administratively pre-reviewed by the IACUC Office and comments must be addressed before the study can progress to Committee Review. Revise the submission form as needed, and resubmit it to the IACUC.
Modifications Required	The submission has been reviewed by the IACUC and modifications must be made before the IACUC can approve the submission. Revise the submission form as needed and resubmit to the IACUC.
IACUC Submissions that will NOT be in My Inbox	
<ul style="list-style-type: none"> • Submissions that are currently under review by the IACUC • Approved submissions • Closed submissions 	

- To open a submission, click on its **Name**. When you open a submission, you will be brought to its **Workspace**.
- You can return to **My Inbox** at any time by clicking the **My Inbox** link in the **Header** at the top right corner of the screen.

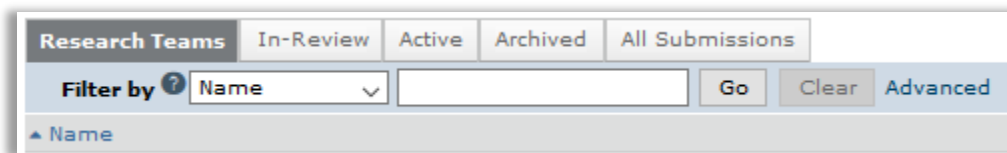


IACUC Submissions

You may navigate directly to the IACUC module by clicking the IACUC tab in the navigation menu at the top of the screen.



The IACUC Submissions area is divided into five tabs:



- **Research Teams** - This tab lists all of the **Research Team(s)** that you are currently a member of.
- **In-Review** - This tab lists all of your IACUC submissions currently under IACUC review. This includes submissions in the **Pre-Review**, **Designated Review**, **Committee Review**, and **Post-Review** states.
- **Active** - This tab lists all your currently approved IACUC submissions.
- **Archived** - This tab lists all your archived/closed IACUC submissions. This includes submissions in the **Discarded** and **Closed** states.
- **All Submissions** - This tab shows all your submissions, regardless of state.

On the left side of the screen, you will see links to **Activities** you can perform, as well as **Shortcuts** to other areas of the module.

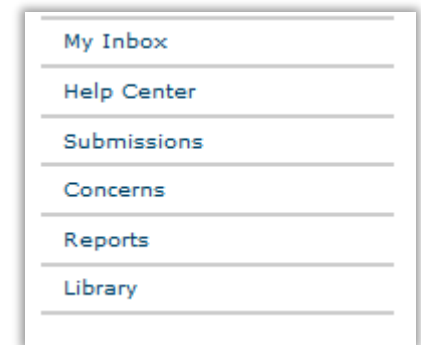
Activities:

- **Create Concern** - Create and submit an animal welfare **Concern** to the IACUC.
- **Create Research Team** - Create a **Research Team**; a group of individuals who will be listed as team members on an animal protocol.
- **Create Protocol** - Generate a new animal research protocol, which can be completed and submitted to the IACUC for review.



Shortcuts:

- **My Inbox** - Return to your **My Inbox** page.
- **Help Center** - Manuals and guides to assist you in working in the IACUC module.
- **Submissions** - See all **Research Teams** that you are a member of, and all of your IACUC submissions.
- **Concerns** - See a list of all animal welfare **Concerns** you have submitted to the IACUC and a list of any deficiencies related to your projects.
- **Reports** - Generate **Reports** on any submissions that you have made to the IACUC.
- **Library** - View IACUC policies, Laboratory Animal Facilities (LAF) SOP's, and download copies of template documents that may need to be uploaded to your protocol submission.



The Workspace

Click on the **Name** of a protocol to open the study. Once you open a study, you will be taken to the **Study Workspace**.

The **Study Workspace** allows you to:

- View the study contents and details, including all actions that have been performed on it
- Perform actions on the study

The screenshot shows the IACUC workspace interface for protocol PROTO201700269:MLW Prevention of RM. The interface is annotated with labels for its key components:

- Header:** Located at the top right, containing the user's name (030pi01 Smith), My Inbox, and a Logoff link.
- Top Navigation:** A horizontal menu with links to Home, Courses, Agreements, COI, Facilities, Grants, IACUC (selected), IRB, and Safety.
- Breadcrumb Navigation:** A trail showing the current location: IACUC > Respiratory Infections Research - MLW > MLW Prevention of RM.
- Activities:** A vertical sidebar on the left containing actions such as View Protocol, Printer Version, View Differences, Assign Primary Contact, Assign PI Proxy, Manage Guest List, Manage Related Safety Protocols, Add Comment, Withdraw, Discard, Copy Submission, My Inbox, Help Center, Submissions, Concerns, Reports, and Library.
- Shortcuts Area:** A section at the bottom of the left sidebar providing quick access to various module features.
- Resource Tabs:** A set of tabs at the top of the main content area, including History (selected), Experiments, Documents, Reviews, Reviewer Notes, Contacts, and Snapshots.
- Activity History:** A table below the resource tabs showing a log of actions taken on the submission, including 'Changes Made', 'Coordinator Assigned', 'Submitted', and 'Protocol Created', with columns for Activity and Author.
- Workflow Diagram:** A central flowchart illustrating the submission process: Pre-Submission leads to Pre-Review, which can lead to IACUC Review or Clarifications Requested. IACUC Review can lead to Post-Review or Clarifications Requested. Post-Review can lead to Modifications Required or back to Pre-Review.

The key elements in the **Workspace** are:

- **Header** - Links to your profile and **My Inbox**, and lets you log off
- **Top navigation menu** - Links to the different modules within the **Click Portal**
- **Breadcrumb navigation menu** - Lists the hierarchy of pages and enables you to move quickly to a previous location
- **Activities** - Actions that can be taken based on a submission's current **State** and your assigned role within the module
- **Resource tabs** - Collected information regarding the submission
- **History** - Actions taken previously on this submission
- **Shortcuts** - Quick links to other frequently used areas of the module

SmartForms

To open a protocol from its **Study Workspace**, click on the **Edit Protocol** button.

NOTE: This button may also be labeled **View Protocol**, dependent upon the **State** of the submission you are opening.

Protocols are comprised of several pages known as **SmartForms**. They are referred to as 'smart' because the portal will branch to add additional forms to your protocol based on your responses to questions on the pages.

The key elements in the **SmartForms** are:

- The **Continue** and **Back** buttons will move you forward or back one page in the protocol; the **Continue** button also saves your work.
- The navigation bar at the top and bottom of each page will allow you to perform the following actions:
 - **Save** - Saves your work for the current page
 - **Exit** - Exits the protocol and returns you to the **Workspace**
 - **Hide/Show Errors** - Performs a check on every page within the protocol to ensure that all required fields have been completed
 - **Jump to:** - Allows you to see and navigate to all pages within the protocol
- Any item on a **SmartForm** that has a red asterisk (*) next to it is a required field.
- Clicking on the blue icons (🔵) next to items will open a window that will offer assistance with completing the field.

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Filtering and Sorting Data

Many pages contain tables you can filter and sort to help you find the data you want.

- Filtering reduces the list to only the data that meets the criteria. The advanced filter lets you combine multiple filter criteria together.
- Sorting displays the data in ascending or descending order by a particular column.

Filtering Data

1. Select the column to **Filter by** from the drop-down menu. The menu lists only the columns you can **Filter by**.

NOTE: To combine multiple filter criteria, such as *ID number*, *Name*, and *Date Created*, use the [Advanced Filters](#).

2. In the next box, type the beginning characters for the items you want to find. If you do not know the beginning characters, type a % symbol as a wildcard before the characters.

Examples:

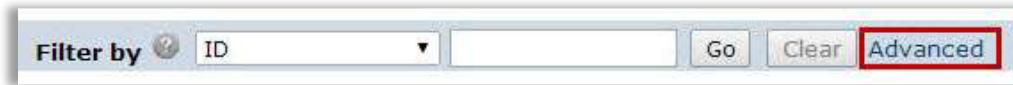
- 71 shows all items beginning with 71
- %71 shows all items containing 71 in any position

NOTE: For examples and a list of operators you can use, click the **Help** icon.

3. Click **Go** to apply the filter. The table shows only those rows that are an exact match. If you do not see the expected items in the list, click **Clear** in the **Filter by** area to remove the filter.

Using Advanced Filters

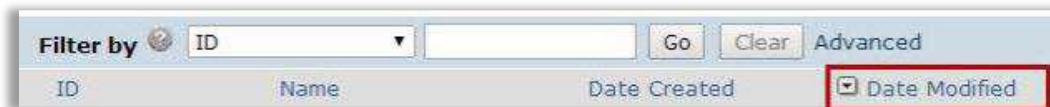
1. In the **Filter by** area, click **Advanced**.



2. Enter filter criteria as explained in the previous section. To add criteria, click **Add Another Row**.
3. Click **Go** to apply the filter. The table shows only those rows that match all the filter criteria.

Sorting Data

Click the column header you want to sort by. Click it a second time to reverse the sort order. The arrow indicates the column by which the data is sorted and the sort order, either ascending (up arrow) or descending (down arrow).



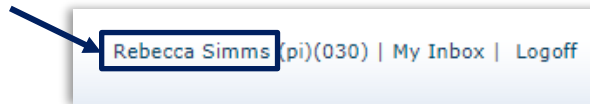
NOTE: If the column header is not a link, you cannot sort by that column.

Before You Create a Protocol

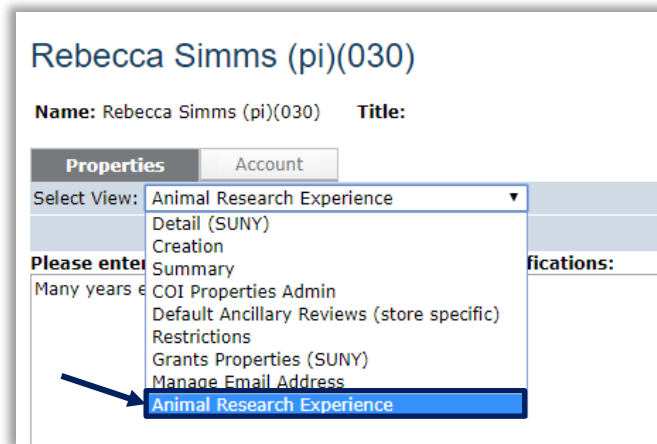
Update Your Animal Research Experience

Users can save their animal research qualifications and experiences within their Click user account.

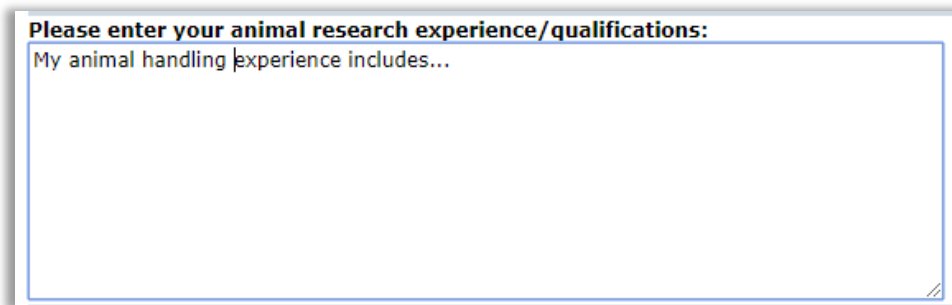
1. Log into the Click Portal.
2. Click on your name in the upper-right corner of the window.



3. From the **Select View** dropdown menu, select **Animal Research Experience**.



4. Enter a description of your **animal research experience/qualifications** in the text box.

A screenshot of a text input field. The label above the field reads 'Please enter your animal research experience/qualifications:'. The text inside the field is 'My animal handling experience includes...'. The field has a blue border and a small cursor icon at the end of the text.

5. Click the **Apply** button.

Your experience and qualifications will appear on the **Procedure Personnel Assignment** page within certain types of IACUC protocols in Click (e.g., Experimental Research protocols).

Team member training:

Filter by First Name ▾ Go Clear Advanced

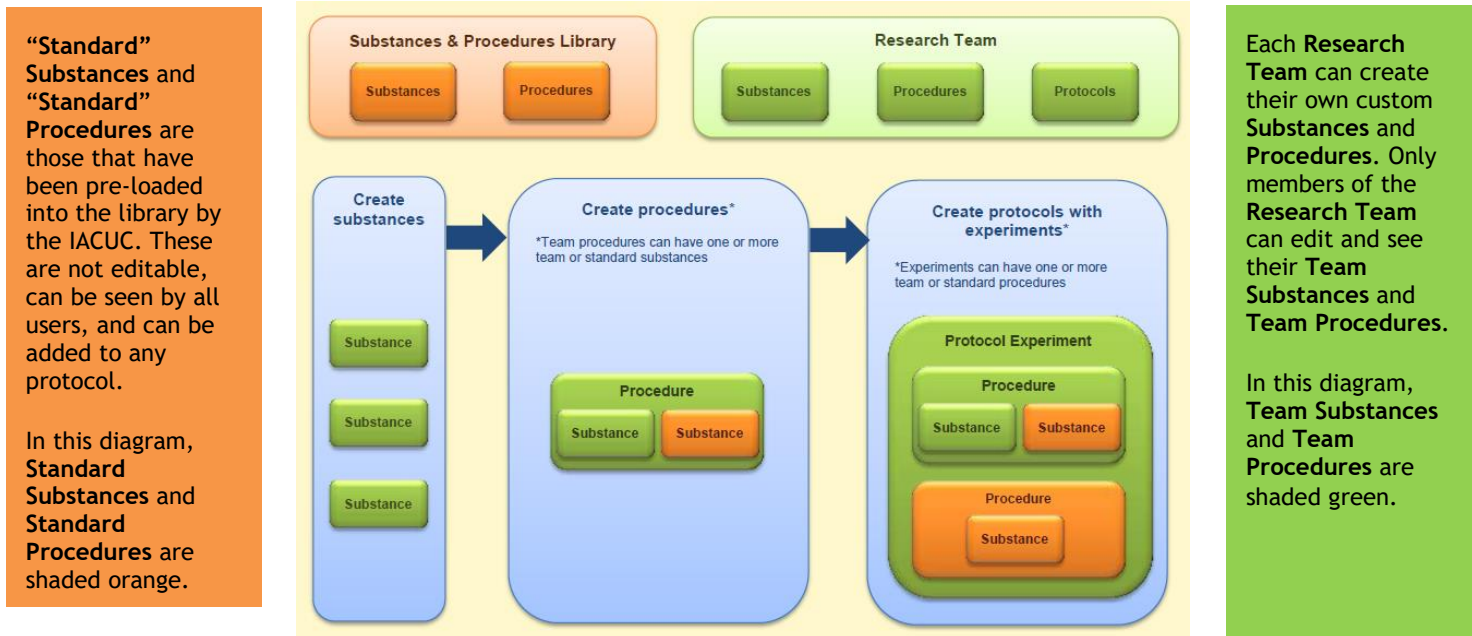
First Name	Last Name	Experience
JEFFREY	SCHIEDER	
ALYSSA	ASTRAN	
Rebecca	Simms (pi)(030)	My animal handling experience includes...

Plan Out Your Protocol

- Consider the research (science), reasons for performing the research, and potential scientific benefits from it.
- Determine what individual researchers will need to be listed on your protocol.
- Determine the experiments you will perform and the number of animals required.
- Determine all specific substances you will administer to live animals.
- Determine all specific procedures you will perform with live animals.
- If any substances you will use will be of non-pharmaceutical grade, locate the **Non-Pharmaceutical Grade Form** in the **IACUC Library**. This form must be downloaded, completed, and uploaded to the **Create Procedure SmartForm** when requested.
- If the work is grant-funded, locate the **Specific Aims** and **Vertebrate Animals** sections (or their equivalents) of your grant(s). These documents must be uploaded to the **Protocol SmartForm** in the **Funding** section so that the IACUC may perform a grant congruency review.
- Locate the **Enrichment Checklist** in the **IACUC Library**. This form must be downloaded, completed, and uploaded to the **Protocol SmartForm** in the **Supporting Documents** section.

Understanding Building Blocks

The diagram below shows the concept of **Building Blocks**. Once they are set up, you can create your protocol.

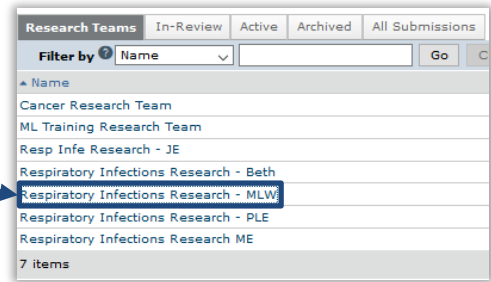


- First, create a **Research Team**. Each **Research Team** will then have **Substances**, **Procedures**, and **Protocols** associated with it.
- Next, check the **Substances** tab for any pre-existing **Substances** required for your protocol experiments (see [Check for Existing Building Blocks](#)). If they are not in the library, you will need to create them.
- Then, check the **Procedures** tab for any pre-existing **Procedures** required for your protocol experiments (see [Check for Existing Building Blocks](#)). If they are not in the library, you will need to create them.

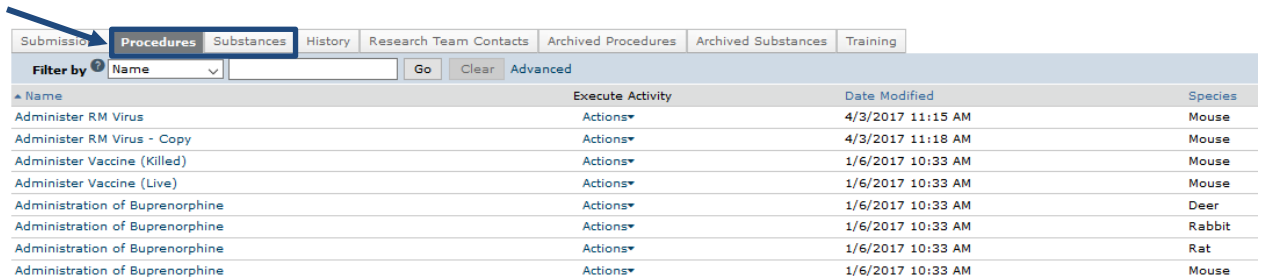
Check for Existing Building Blocks

1. Click the IACUC tab in the navigation menu.

2. On the **Research Teams** tab, you will find a list of all the **Research Teams** you are a member of. Click on the desired **Research Team's Name**. If you do not have a **Research Team** listed, please see [Create a Research Team](#).

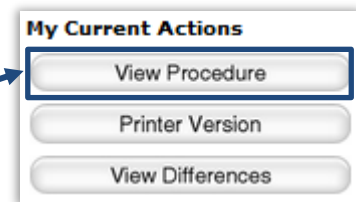


3. You will now be in this research team's **Workspace**. Click the **Procedures** tab to view all **Procedures** currently available to you. Do the same for **Substances** (on the **Substances** tab).



4. If the needed **Substance** or **Procedure** already exists, review its details to ensure that it is what you need. To do this:

- From either the **Procedures** or **Substances** tab, click the item's **Name**.
- You will now be in the item's **Workspace**. Click **View Procedure** or **View Substance** on the top left hand side of the screen to review the item's details.



5. If you cannot locate pre-existing **Substances** and/or **Procedures** that meet your needs, please see the next section for information on how to [Create Team Substances](#) and [Create Team Procedures](#).

Create Building Blocks

Before you create a protocol, the **Building Blocks** for a protocol must be created in a specific order:

1. Create your **Research Team**
2. Create **Team Substances**
3. Create **Team Procedures**

If the system does not already contain the particular **Substance** or **Procedure** that you need for your protocol, you will need to create it yourself. Once created, it will be saved and can be used again in any of your **Research Team's** future protocols. It will not be viewable or available to anyone who is not on the **Research Team**.

Create a Research Team

6. Click on the **IACUC** tab in the top navigation menu.
7. Click the **Create Research Team** button.
8. Complete the **SmartForm**, paying special attention to the fields listed below.



NOTE: *Required fields are marked with an asterisk (*).*

Name	Role	Involved in Animal Handling
There are no items to display		

- Enter a **Name** for the **Research Team**. The **Name** should easily identify this specific **Research Team** to you. The IACUC will be able to view all **Research Team Names**.
- Click the **Select** button to assign the **Principal Investigator (PI)**. Select the **PI**, and then click **OK**.

- Click the **Add** button to select **Team Members**.
 - i. Click the **Select** button, and enter the individual's **Last Name**.
 - ii. Click the **Go** button.
 - iii. Select the appropriate person, and then click **OK**.
 - iv. Indicate whether the person has an animal handling role.
 - v. Indicate whether the person is authorized to order animals.
 - vi. Check the person's **Role(s)** in the research.
 - vii. Click **OK** if you are finished, or **OK and Add Another** to add more members.

NOTE: You do not need to add the **PI** as a **Team Member**.

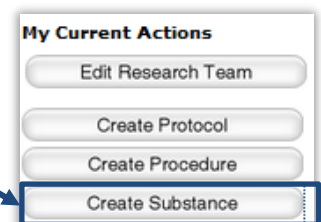
- Click **Select** to identify a **Team Default Species**.
 - i. Enter the **Common Name** for the species, and then click **Go**.
 - ii. Select the appropriate **Species**, and then click **OK**.
9. Click the **OK** button. The **Research Team** will now appear on the **Research Teams** tab.

Create Team Substances

1. Click on the **IACUC** tab in the top navigation menu.
2. Select your desired **Research Team** from the **Research Teams** tab.
3. From the Research Team Workspace, click on the **Substances** tab. All **Substances** currently available to this **Research Team** will display.

If you need to create a **Substance** specific to your own **Research Team**, you will need to create it yourself. **Substances** you create will be labeled as **Team** under the **Scope** column and are only viewable and available to your specific **Research Team**.

4. To create a **Substance**, click the **Create Substance** button.



Required information fields are marked with an asterisk (*)

Substance Information

1. * Name:

2. * Substance types: (select all that apply)

- Analgesic
- Anesthetic
- Antibiotic
- Antifungal Agent
- Anti-Inflammatory
- Bacteria
- Biological Hazard
- Carcinogen
- Cell Line
- Chemical Agent
- Chemical Hazard
- Controlled Substance
- Feed Additive
- Fluid Support
- Non Pharmaceutical Grade
- Paralytic Agent
- Parasite
- Pesticide
- Pharmaceutical Grade
- Radioactive Agent
- Radioisotope
- Sedative
- Toxicant
- Toxin
- Virus
- Other

3. * Is this a hazardous agent: Yes No [Clear](#)

4. Supporting documents:

Document Name
There are no items to display

- Complete the **SmartForm**.
- When done, click **Finish**. You will be taken back to the Research Team Workspace. The new **Substance** you created will now be available when you create a **Procedure**.

Create Team Procedures

1. Click on the **IACUC** tab in the top navigation menu.
2. Select your desired **Research Team** from the **Research Teams** tab.

- From the Research Team Workspace, click on the **Procedures** tab. All **Procedures** available to this **Research Team** will display.

If you need to create a **Procedure** specific to your own **Research Team**, you will need to create it yourself. Procedures you create will be labeled as **Team Procedures** under the **Scope** column and are only viewable and available to your specific **Research Team**.


- If the **Procedure** you require is already listed in the procedure library, but could be made more appropriate by making a few minor changes, you can use the current **Procedure** as a template to create a new **Procedure**. Click the **Exit** button to return to the workspace and then click **Copy Procedure**.
 - Enter a new **Name** for the Procedure.
 - Select the applicable **Research Team** and click the **OK** button.
 - Click the **IACUC** tab, and then select your chosen **Research Team** from the **Research Teams** tab.
 - Click the **Procedures** tab and locate the copy by its **Name**. Click on the **Name**.
 - Click the **Edit Procedure** button, make the necessary changes, and then click **Finish**.
- The new **Procedure** will now be available when you create your protocol.
- If the **Procedure** you require is not listed, proceed to Step 4.

- To create a **Procedure**, click the **Create Procedure** button.
Required information fields are marked with an asterisk ()*



Procedure Identification

1. * **Name of the procedure or surgery:**

2. * **Select procedure type:** 

Antibody Production

Behavioral

Euthanasia

Food or Fluid Restriction

Identification

Live Tissue Collection

Non-Surgical Procedure

Non-Survival Surgery

Prolonged Physical Restraint

Substance Administration

Survival Surgery

Other

[Clear](#)

3. * **Species:**

4. * **Will administering this procedure cause any more than momentary pain and/or distress?** Yes No

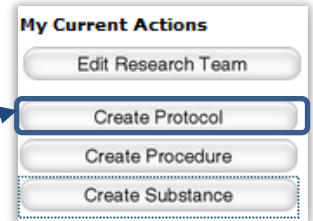
- Complete the **SmartForms**.
 - Note that your answers may trigger other questions or pages to be added to the **SmartForms** for completion. For example, if for **Question 2. Select procedure type** you select **Behavioral**, the **Behavioral Procedures** page is added to the **SmartForms**.
- When done, click **Finish**. You will be taken back to the Research Team Workspace. The new **Procedure** you created will now be available when you create a protocol.

Page left intentionally blank

Create a Protocol

To begin the process of creating a **Protocol**, please complete the following steps:

1. Click the **IACUC** tab in the top navigation menu.
2. Select your desired **Research Team** from the **Research Teams** tab. Individuals listed in this **Research Team** will be imported into the personnel section of the **Protocol** you create.
3. Click the **Create Protocol** button.



The sections below will provide step-by-step information on some of the general **SmartForms** you may be asked to complete as part of submitting a new protocol to the IACUC for review. The directions below assume that all needed **Research Teams**, **Substances**, and **Procedures** have already been created.

Basic Information

A screenshot of a web form titled 'Basic Information' within the Click software interface. The form contains five numbered sections: 1. 'Title of protocol:' with a large text area; 2. 'Short title:' with a single-line text input; 3. 'Non Scientific Summary of Research:' with a large text area; 4. 'Principal Investigator:' with a dropdown menu showing '030pi01 Smith' and a 'Clear' button; 5. 'What is the intention of the animal protocol?' with radio button options: 'Breeding Only', 'Experimental Research', 'Field Research', 'Holding Protocol', and 'Teaching/Training', plus a 'Clear' link. The interface includes navigation buttons like '<< Back' and 'Continue >>', and a 'Save | Print...' option.

1. Enter a **Title** for the protocol. This will be the official **Title** of the protocol and should include the name(s) of any grants associated with the protocol.
2. Enter a **Short Title** for the protocol.

NOTE: The **Short Title** becomes the **Name** of the protocol in Click; be sure to make this unique across your projects.

3. Enter a brief **Non-Scientific Summary of Research**, for the protocol. This section must be written in layman's (non-technical) terms, such that a non-scientist would be able to understand what you are doing.
4. By default, the protocol creator will be listed as the **Principal Investigator (PI)**. If you are entering a study for another individual who will be serving as the **Principal Investigator**, please do not change this field to that person's name until you have completed all of the **SmartForms** and are ready to have the **PI** submit the protocol for review. Unless you have been previously assigned by the **PI** as a **PI Proxy** (see [Assign a PI Proxy](#)), you will not be able to further write or edit the protocol if you are no longer listed as **PI**.
5. Select the **Intention** for the protocol.

NOTE: Depending on the specific **Intention** you select, subsequent pages of the **SmartForms** will be added or removed.

Click the **Continue** button to save your work and move to the next page within the **SmartForms**.

Protocol Team Members

The screenshot shows the 'Protocol Team Members' page. At the top, there are navigation links: '<< Back', 'Save | Exit | Hide/Show Errors | Print...', and 'Jump To: - Protocol Team Members -'. The main heading is 'Protocol Team Members'. Below it, there is a section '1. Identify each additional person involved in the design, conduct, or reporting of the research:' with an 'Add' button. A table follows with the following data:

Name	Role	Involved in Animal Handling	Authorized To Order Animals	E-mail	Phone	
030pi14 Smith	Biostatistician	yes	no	PACSTEST@rfsuny.org		Delete
030pi15 Smith	Research Assistant	yes	yes	PACSTEST@rfsuny.org		Delete

Below the table is a section '2. External team member information:' with an 'Add' button. Underneath, there is a table with columns 'Document Name' and 'Date Modified', and a message 'There are no items to display'. At the bottom, there are navigation links: '<< Back', 'Save | Exit | Hide/Show Errors | Print...', and 'Jump To: - Protocol Team Members -'.

The default list of personnel displayed will reflect the individuals included on the selected **Research Team**, but individuals can also be added or deleted from this page. If a required UB individual is not showing up in the search, see [Getting a Click Account](#).

There is no need to add the **Principal Investigator** to the **Protocol Team Members** page, as the **PI** was already listed on the [Basic Information](#) page.

Adding Internal Team Members

1. To add internal team members (UB or UB affiliates), click the **Add** button.
 - Begin typing the individual's last name in the **Protocol team member** field. If the last name is very common, you may have to type a comma followed by the first name. You can also sort through an alphabetical list by clicking the **Select** button.

NOTE: Most people with active UBIT accounts who have been employed in any capacity at UB (including graduate students on RA/GA/TA lines) will be accessible as internal personnel.

- Indicate whether or not the team member is involved in the handling of animals.
- Indicate whether or not the team member is authorized to order animals.
- Select the individual's **Role(s)** in the research. If a specific **Role** is not in the list, please select the closest match.
- Click the **OK** button. If you have additional team members to add, you may click **OK and Add Another** to repeat the process.

Adding External Team Members

1. If any non-UB individuals will be involved in the work, enter them here. This is rare. To add external team members, click the **Add** button.
 - You will need to upload a separate document for each external team member, providing the same information as is provided for internal team members. Click the **Choose File** (or **Browse**) button to locate the file.
 - In the file, indicate the individual's name, their role on the study, whether or not they will be involved in animal handling, whether or not they are authorized to order animals on the protocol, their email address, and their phone number. Provide a brief synopsis of their experience and qualifications for working with live animals in relation to this study.

Collaborators who will be covered under their own institution's **IACUC** do not need to be added as external team members.

- Enter a **Title** for the document - use the person's name as the title (e.g., John Doe).
- Click the **OK** button. If you have additional external team members to add, click **OK and Add Another** to repeat the process.

NOTE: External team members will need to obtain a UBIT account in order to log into Click if they need electronic access to the protocol.

These individuals will need a volunteer appointment from your department. Please contact support@research.buffalo.edu for more information.

After you have finished adding team members, click the **Continue** button to save your work and move to the next page within the **SmartForms**.

Funding Sources

1. If you anticipate funding for the study, click the **Add** button.

- Click the **Select** button.
- Enter the **Name** of the organization. Please do not use abbreviations (e.g., NIH); type the **Name** using complete words.

NOTE: If you have NIH funding, please list the specific institute (e.g., “National Institute of Allergy and Infectious Diseases,” instead of just “NIH”).

- Click the **Go** button.
- Select the **Name** of the appropriate organization.
- Click the **OK** button.

NOTE: If you cannot locate the **Name** of the organization using the search tool, please click the **Cancel** button. Then enter the **Name** of the organization in the **Name** field, and indicate its **Type**.

- Enter the **Sponsor’s funding ID** number, if known.
- Enter the **Grants office ID** number, if known.
- For each grant, the **Specific Aims** and **Vertebrate Animals** sections (or their equivalents) should be included as attached files; click the **Add** button to attach them. The IACUC Office needs this information in order to perform a congruency review between the procedures as described in the protocol and the procedures as described in the grant.

NOTE: Name the documents as you want them to appear in the approval letter.

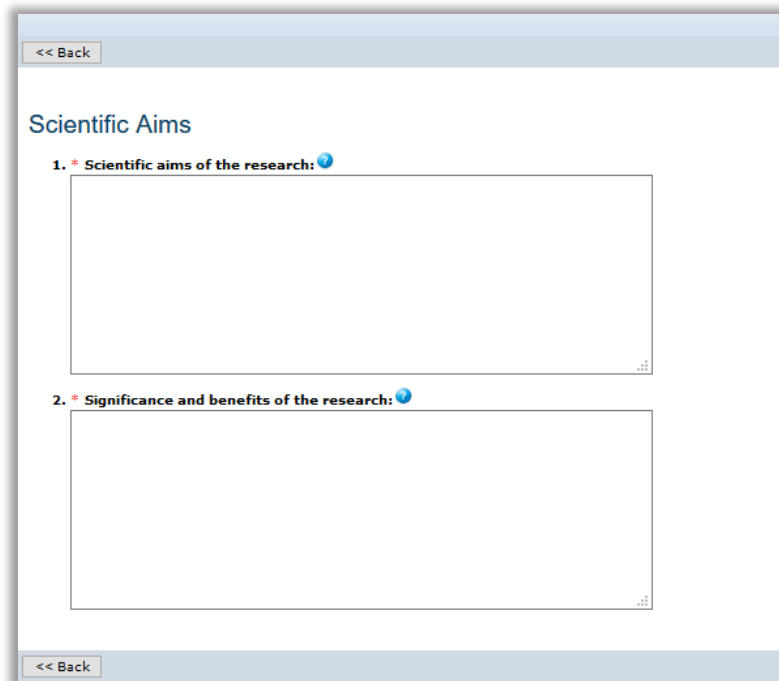
- Click the **OK** button once more to close the window.
- If there are additional funding sources, please repeat the process above to add them.

2. Indicate if any personnel listed on the protocol have a financial interest in this research.

Financial interests in a research project usually occur where there will be a tangible product related to the research, as opposed to merely generating knowledge to be published. It also occurs when there is corporate sponsorship of a study.


Click the **Continue** button to save your work and move to the next page within the **SmartForms**.


Scientific Aims



<< Back

Scientific Aims

1. * Scientific aims of the research: 

2. * Significance and benefits of the research: 

<< Back

1. State the scientific aims of the research. What are the goals and objectives?
2. State the significance and potential human/animal health benefits of the research.

Click the **Continue** button to save your work and move to the next page within the **SmartForms**.

Experiments

NOTE: All **Procedures** must have been previously created before you can assign them to the **Experiments** you create in the protocol. See [Create Team Procedures](#) for instructions.

1. Click the **Add** button.

- Enter a **Name** for the **Experiment**.
- Click the **Select** button to choose the appropriate species for the **Experiment**, and then click **OK**. There can only be one species per **Experiment**.
- Describe the **Experiment**. What will happen to the animals? Include animal characteristics such as age, weight, and sex.
- Enter a scientific justification for the purpose of this experiment. How is it necessary to your research goals?
- Click the **Add** button to select **Common Procedures**; procedures which all animals in the experiment will undergo.

For example, a euthanasia procedure that all animals will undergo or a special diet all animals will receive would be considered a **Common Procedure**.

- Select the appropriate **Procedure(s)**.
- Click **OK**.
- Click the **Add** button to select **Variable Procedures**; procedures which only some animals in the experiment will undergo.

For example, a surgery only performed on one group or a substance

administration procedure where the doses vary across animals would be considered a **Variable Procedure**.

- Select the appropriate **Procedure(s)**.
- Click **OK**.
- List the variables of the **Experiment**. What items will change across groups? Examples include agents (substances), dosages, concentrations, routes, and frequency.
- Describe the variations applied to the procedures you added. For example, for a substance administration procedure where the dose (variable) will differ across animals, list the dose along with the number of animals that will receive each dose.
- Describe the timing so that the IACUC can understand the time points of the experiment. In what order will the procedures occur?
- Enter the total number of animals to be used in this experiment.
- Of the total number of animals to be used in this experiment, how many animals will be in each **Pain Category**? Only count each animal once, in its highest expected **Pain Category**.

Pain Category B

- Animals being bred, acclimatized, or held for use in teaching, testing, experiments, research, or surgery but not yet used for such purposes.
- Non-invasive observation of animals.

Examples:

- Breeders that are not genotyped and not used experimentally
- Observation of animal behavior in the wild without manipulating the animal or its environment

Pain Category C

- Animals that are subject to research-related procedures that cause no pain or distress, or only momentary or slight pain or distress, and do not require the use of pain-relieving drugs.

Examples:

- Breeders that are being genotyped
- Animals receiving a peripheral injection

Pain Category D

- Animals subjected to potentially painful or stressful procedures for which they receive appropriate anesthetics, analgesics, tranquilizer drugs, or euthanasia.

Examples:

- Animals undergoing surgery (survival or non-survival)
- Retro-orbital blood collection
- Induced infections or antibody production

Pain Category E

- Animals subjected to potentially painful or stressful procedures that are not relieved with anesthetics, analgesics, tranquilizer drugs, or euthanasia. Withholding anesthesia/analgesia must be scientifically justified in writing and approved by the IACUC.

Examples:

- Any procedures for which needed analgesics, tranquilizers, sedatives, or anesthetics must be withheld for justifiable reasons
- Research that requires continuation after clinical symptoms are evident without medical relief, or require death as an endpoint.

- Click the **Add** button to identify any husbandry exceptions you require in this experiment (e.g., no enrichment, food/water restriction, special diet, special life cycle, single housing, etc.).
 - Select an **Exception Type**.
 - Enter a scientific justification for the **Exception**.
 - Click the **OK** button. If you have additional **Exceptions** to add, click **OK and Add Another** to repeat the process.
- To add a supporting document, click the **Add** button.

Note: It is not necessary to upload anything to the **Supporting Documents** section here if you do not have any additional information to provide.

- Click the **Choose File** (or **Browse**) button to locate the file.
- Enter a **Name** for the document.

- Select a **Category** from the drop-down menu.
 - Click the **OK** button. If you have additional forms to add, click **OK and Add Another** to repeat the process.
2. Click the **OK** button. If you have additional **Experiments** to add, click **OK and Add Another** to repeat the process.

Click the **Continue** button to save your work and move to the next page within the **SmartForms**.

Procedure Personnel Assignment

The screenshot shows a web browser window with the title "Edit: ClickIACUCSubmission - PROTO201700082". The browser address bar shows "Procedure Personnel Assignment". The page content includes a "Procedure Personnel Assignment" heading, a step instruction "1. * Select the team members who will be performing each procedure:", and a table with columns "Procedure", "Species", "Is USDA Species", and "Team Members". Below the table is a "Team member training" section with a "Filter by" dropdown set to "First Name", a search input field, and buttons for "Go", "Clear", and "Advanced". A table below the filter shows columns "First Name", "Last Name", and "Training", with one row containing "030pi07", "Smith", and "No training data to display".

1. Click the **Update** button to the left of a **Procedure**.
 - Select the **Research Team Member(s)** who will be performing the **Procedure**.
 - Click **OK**.
2. Repeat **Steps 1-3** for any remaining **Procedures**.

Note: You will see a **Team Member Training** section on the bottom half of this page. There are no fields to complete in this section of the page.

In the future, the **Click Portal** will automatically update training information for each **Research Team Member** listed on this page. This section is for informational purposes only.

Click the **Continue** button to save your work and move to the next page within the **SmartForms**.

Supporting Documents

The screenshot shows the 'Supporting Documents' page in the Click software. At the top, there is a navigation bar with the Click logo and 'a Huron solution'. Below that, a breadcrumb trail reads 'You Are Here: MLW Manual 3.28.16'. The page title is 'Supporting Documents'. A message says 'Attach supporting files, naming them as you want them to appear in the approval letter:'. There is an 'Add' button. Below it is a table with columns: Document, Category, Date Modified, and Document History. The table is currently empty, with the text 'There are no items to display'. Underneath the table, there is a section for 'Suggested attachments:' with a bulleted list:

- Completed checklist of meeting Department of Energy requirements, if applicable
- Other study-related documents not attached on previous forms

 At the bottom of the page, there are navigation buttons: '<< Back', 'Save', 'Exit', 'Hide/Show Errors', 'Print...', 'Jump To', and 'Supporting Documents'.

- To add a supporting document, click the **Add** button.
 - Click the **Choose File** (or **Browse**) button to locate the file.
 - Supporting Documents** that were uploaded on other pages do not need to be added again here.
 - Please upload the **Enrichment Checklist** on this page. You can locate the checklist document in the **Library**, on the **Checklists** tab. Complete the checklist concerning the animals on this protocol. When uploading the file, please name the document **Enrichment Checklist**.
 - If you are conducting a **Field Research** protocol, upload copies of all your required permits to the **Supporting Documents** section.
 - Enter a **Name** for the document. Name the document as you want it to appear in the approval letter.
 - Select a **Category** from the drop-down menu.
 - Click the **OK** button. If you have additional forms to add, click **OK and Add Another** to repeat the process.

After you have finished adding supporting documents, click the **Finish** button to save your work.

You have now completed your protocol! When you click the **Finish** button, you will be returned to the **Study Workspace**. If you need to further edit your protocol prior to submission, click the **Edit Protocol** button on the top left of the screen, under **My Current Actions**.

NOTE: At this point, your protocol has not yet been submitted to the IACUC for review. Please see [Submitting a Study for Review](#).

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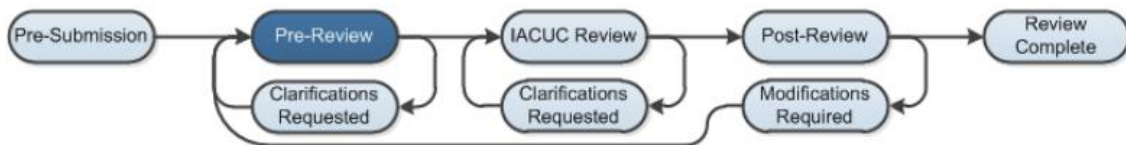
Submitting a Study for Review

In order to submit the submission to the IACUC for review, the **Principal Investigator** (or a user designated by the *PI* as a *PI Proxy* (see [Assign PI Proxy](#)) must complete the following actions, from the **Study Workspace**:

1. To submit your study for review, click **Submit** under **My Current Actions**.

The **Click Portal** will run a brief check to ensure that all of the required fields have been completed within the **SmartForms**.

- If an error appears, click the link(s) and update any required fields that were missed. **Save** your changes, **Exit** the protocol's **SmartForms**, and then click the **Submit** button again.
 - If there are no errors, a statement will appear in the window.
2. Read the statement and then click **OK** to submit the study for review. You do not need to include any **Comments** or **Supporting Documents** if you have no further information to provide.
 3. After you submit, check to ensure that the following things have occurred:
 - The **Status Bar** in the upper-left corner of the **Workspace** has now changed from **Pre-Submission** to **Pre-Review**.
 - The highlighted state in the workflow image at the top of the page is now **Pre-Review**.
 - On the **History** tab, the most recent action is **Submitted**.



The Review Process

Congratulations - your protocol has now been submitted to the IACUC for review!

Submitting a protocol to the **IACUC** initiates a series of activities that will include:

- Administrative Pre-review by an **IACUC Office** staff member
- Review by the **Full IACUC Committee** and/or a **Designated Reviewer**

Any of these reviews may lead to a request for the study team to take further action, such as providing clarifications or modifying the study. Whenever the study team needs to act, the *PI* and any personnel the *PI* has designated as **Primary Contact** (see [Assign Primary Contact](#)) receives an email notification and the study appears in **My Inbox** for all study team members when they log in to the **Click Portal**.

Clarification Requests/Modifications Required

At points during the review process, clarifications and/or modifications may be requested from the study team.

- **Clarification Requested State**

If the **IACUC Office** has questions or requires you to change your submission prior to **Committee Review**, the *PI* and any user(s) the *PI* has designated as a **Primary Contact** for the protocol will receive an email notification. The protocol will also appear in **My Inbox** for all **Research Team** members. The submission will be in the **Clarification Requested (Pre-Review)** state, since it now requires an action.

- **Modifications Required State**

If the **IACUC Committee** has questions or requires you to change your submission prior to approval, the *PI* and any user(s) the *PI* has designated as a **Primary Contact** for the protocol will receive an email notification. The protocol will also appear in **My Inbox** for all **Research Team** members. The submission will be in the **Modifications Required** state, since it now requires an action.

The *PI* (or *PI Proxy*) is responsible for making any changes necessary, and for responding to the request.

Review the Request Details

1. To respond to a request, either click on the link embedded in the email notification or navigate to **My Inbox** and locate the study with the status of **Clarification Requested**. Click on the study's **Name** to open it.
2. On the **History** tab of the submission's **Workspace**, find the **Clarification by Pre-Reviewer Requested** or **Modifications Required** activity. Clicking on this will show you the comments that need to be addressed.

Alternatively, you can navigate to the **Reviewer Notes** tab of the submission's **Workspace** to view a list of the changes requested (in Click, comments are known as **Reviewer Notes**).

Respond to Reviewer Notes

1. If you are on the **Reviewer Notes** tab of the submission's **Workspace**, click the **Jump To:** link to edit the submission in response to the comments. You will be brought directly to the relevant protocol page. Make the change in the SmartForm.
2. Then, either from the protocol page itself, or from the **Reviewer Notes** tab, click the **Click here to respond...** link in order to type a written response, if required.
3. Select a response based on what you did and explain your response in the text box. Your explanation may simply be *"I made the change."*
4. Click **OK**. If on a protocol page, either:

Exit the form when done and navigate back to the **Reviewer Notes** tab on the **Workspace** to address additional comments.

Click **Next** or **Previous** in the yellow **Reviewer Note** box at the top of the screen to move to the next comment that needs addressing. When done, **Exit** the protocol.

NOTE: If no actual edits/changes were needed to the study, the PI (or PI Proxy) can simply provide the written response.

Submit a Revised Protocol

1. From the **Study Workspace**, under **My Current Actions**, click **Submit Response**.
2. In the window, enter any **Notes** and then click **OK**.
3. After you submit, check to ensure that the following things have occurred:
 - The **Status Bar** in the upper-left corner of the **Workspace** has changed from **Clarification Requested** or **Modifications Required** to **Pre-Review**.
 - The highlighted state in the workflow image at the top of the page is now **Pre-Review**.
 - On the **History** tab, the most recent action is **Response Submitted**.

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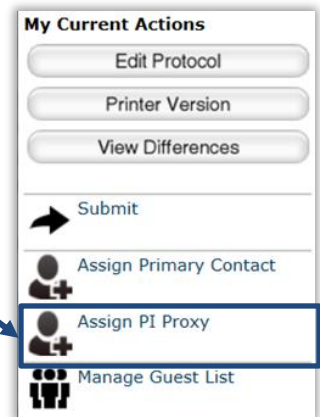
Assigning Additional Roles to Personnel on a Protocol

Once the protocol has been created, additional staff and reviewer roles can be added at the discretion of the *Principal Investigator (PI)*.

Assign PI Proxy

A **PI Proxy** can perform all of a *Principal Investigator's* duties, with the exception of assigning additional **PI Proxies**. The **PI Proxy** must be a member of the **Research Team** associated with the protocol.

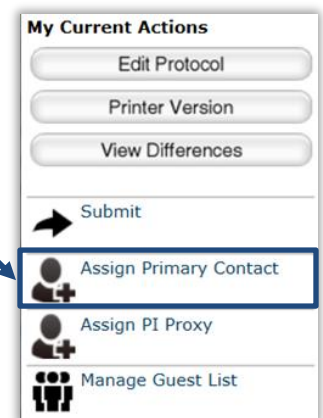
1. Click the **IACUC** tab in the top navigation menu.
2. From the **All Submissions** tab, click on the **Name** of the desired protocol.
3. From the **Study Workspace**, click **Assign PI Proxy**.
4. Place a checkmark next to the **Name** of the person you wish to be **PI Proxy**.
5. You do not need to include any **Comments** or **Supporting Documents** if you have no further information to provide. Click the **OK** button.



Assign Primary Contact

A person identified as a **Primary Contact** will receive all the system-generated email notifications that a *Principal Investigator* does. By default, the system will assign the **Primary Contact** role to whoever created the protocol in the system. Follow these steps to change the default to another person.

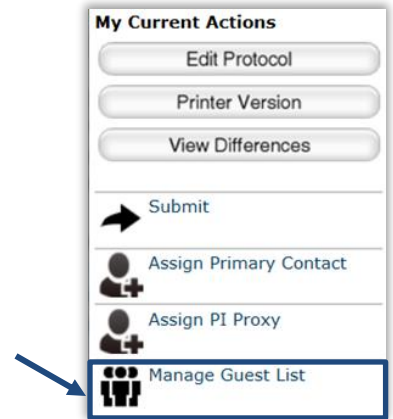
1. Click the **IACUC** tab in the top navigation menu.
2. From the **All Submissions** tab, click on the **Name** of the desired protocol.
3. From the **Study Workspace**, click **Assign Primary Contact**.
4. Click the **Select** button, and select an individual to serve as the **Primary Contact**.
5. Click **OK**.
6. You do not need to include any **Comments** or **Supporting Documents** if you have no further information to provide. Click the **OK** button.



Manage Guest List

Those on the **Guest List** can read the protocol and any of its associated submissions, but cannot edit them.

1. Click the **IACUC** tab in the top navigation menu.
2. From the **All Submissions** tab, click on the **Name** of the desired protocol.
3. From the **Study Workspace**, click **Manage Guest List**.
4. Click the **Add** button, and select an individual to include on the **Guest List**.
5. Click **OK**.
7. You do not need to include any **Comments** or **Supporting Documents** if you have no further information to provide. Click the **OK** button.



Follow-On Submissions

The term “**Follow-On Submissions**” refers to submissions that may be created only after the protocol has been approved.

This includes:

- Amendments
- Annual Reviews
- Triennial (*de novo*) Reviews

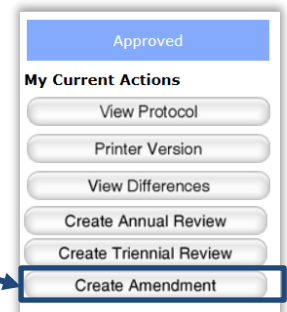
The sections below will provide step-by-step information on the general **SmartForms** you will be asked to complete as part of submitting a **Follow-On Submission** to the IACUC for review.

Creating an Amendment

1. Log into the Click Portal.
2. Click the **IACUC** tab in the top navigation menu.



3. From the **Active** tab, which lists all of your currently approved protocols, click on the **Name** of the desired protocol.
4. Under **My Current Actions**, click on the **Create Amendment** button. You will be brought to the amendment’s **SmartForm**.



Amendment SmartForm

The screenshot shows the 'Click' IACUC Submission interface. At the top, it says 'Click a Human solution' and 'New: ClickIACUCSubmission'. There are navigation buttons: '<< Back', 'Save | Print...', and 'Continue >>'. A message states: 'Only one amendment of each type can be active at one time.' Below this is a section for 'Active follow-on submissions for this protocol:' with a table header: ID, Name, Date Modified, State. The table is empty with the text 'There are no items to display'. Step 1 is 'Amendment short title:' with a text input field containing 'Amendment for PROTO201700060'. Step 2 is a note: 'If you are changing personnel who are assigned to perform procedures you must select both types (Significant and All Other).' followed by 'Select the type of amendment:' with two radio button options: 'Significant (PI, purpose, scientific aims, and experiments)' and 'All Other (protocol team membership and all other changes)'. Step 3 is 'Briefly describe the changes:' with a large text area.

1. By default, a **Short Title** for the **Amendment** will populate. For example, *Amendment for {Protocol number}*.

Delete the existing title, and then enter a short title for the **Amendment**, such as *“Personnel Change”* or *“Add Animals,”* as applicable to your changes. The chosen title will become the amendment’s **Name** in Click.

2. Indicate which type of amendment this will be:
 - **Significant Amendment** - A change in PI, purpose, scientific aims, or experiments
 - **All Other Amendment** - A change in protocol team membership or all other changes
3. Provide a brief description of the amendment. You will make direct changes to the protocol form itself in subsequent pages of the **SmartForm**.
4. Provide a brief description of the rationale for these changes.
5. Click the **Continue** button to save your work. You will be taken directly to the protocol’s **SmartForms**.

Editing the Protocol

1. Make any changes you need to make directly to the protocol’s **SmartForms**. You can use the **Continue** and **Back** buttons to move through the protocol form or use

the **Jump To:** drop down links at the top of the page to move directly to any page within the protocol.

2. Once you have made your changes, click **Exit** at the top or bottom of any page within the **SmartForms**.
3. You will be brought to the amendment's **Workspace**. You can continue to edit your amendment by clicking **Edit Amendment** on the top left of the amendment's **Workspace**, under **My Current Actions**.

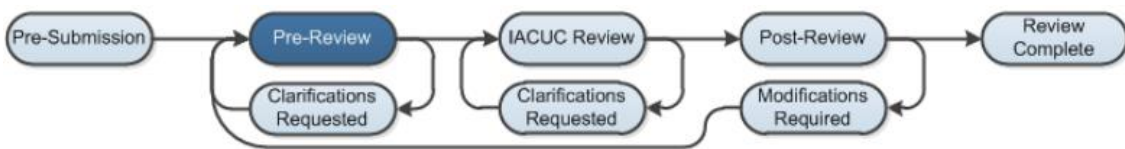
NOTE: At this point, your **Amendment** has not yet been submitted to the IACUC for review.

Submitting the Amendment for Review

1. To submit your **Amendment** for review, from the **Study Workspace**, click **Submit** under **My Current Actions**.

The **Click Portal** will run a brief check to ensure that all of the required fields have been completed within the **SmartForms**.

- If an error appears, click the link(s) and update any required fields that were missed. **Save** your changes, **Exit** the protocol's **SmartForms**, and then click the **Submit** button again.
 - If there are no errors, a statement will appear in the window.
2. Read the statement and then click **OK** to submit the study for review. You do not need to include any **Comments** or **Supporting Documents** if you have no further information to provide.
 3. After you submit, check to ensure that the following things have occurred:
 - The **Status Bar** in the upper-left corner of the **Workspace** has changed from **Pre-Submission** to **Pre-Review**.
 - The highlighted state in the workflow image at the top of the page is now **Pre-Review**.
 - On the **History** tab, the most recent action is **Submitted**.

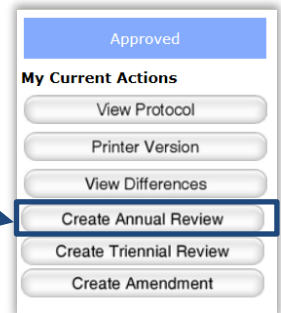


Creating an Annual Review

1. Log into the Click Portal.
2. Click the **IACUC** tab in the top navigation menu.



3. From the **Active** tab, which lists all of your currently approved protocols, click on the **Name** of the desired protocol.
4. Under **My Current Actions**, click on the **Create Annual Review** button. You will be brought to the annual review's SmartForm.



Annual Review SmartForms

Active follow-on submissions for this protocol:

ID	Name	Date Modified
AMEND201700009	Significant Change 1 for BT	4/18/2017 11:27 AM

An annual review enables the IACUC to re-evaluate and extend approval of your animal research.

To complete your annual review:

1. Click **Continue** and fill out the requested information.
2. Click **Finish**.
3. Click **Submit**.

To request protocol closure instead:

1. Click the Back button to exit this form.
2. Click **Request Closure** and fill out the form.

1. Read the initial page of the **SmartForms**, and then click the **Continue** button.
2. Describe the progress you have made on the protocol over the last year. Include the number of animals you have used and/or generated to date.
3. Describe any unanticipated results involving animal health and well-being during the last year. Indicate whether or not the LAF clinical veterinary staff was notified. If none occurred, indicate so.
4. Click the **Finish** button.
5. You will be brought to the annual review's **Workspace**. You can continue to edit your annual review by clicking **Edit Annual Review** on the top left of the amendment's **Workspace**, under **My Current Actions**.

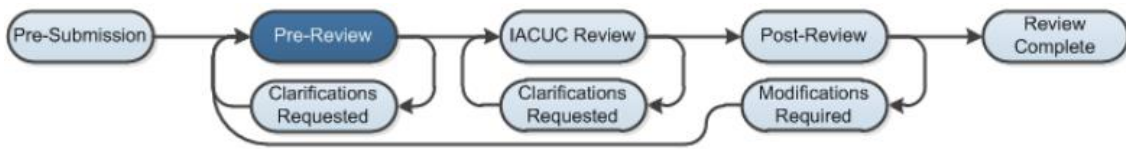
NOTE: At this point, your **Annual Review** has not yet been submitted to the IACUC for review.

Submitting the Annual Review

1. To submit your **Annual Review**, from the Annual Review **Workspace**, click **Submit** under **My Current Actions**.

The **Click Portal** will run a brief check to ensure that all of the required fields have been completed within the **SmartForms**.

- If an error appears, click the link(s) and update any required fields that were missed. **Save** your changes, **Exit** the **SmartForms**, and then click the **Submit** button again.
 - If there are no errors, a statement will appear in the window.
2. Read the statement and then click **OK** to submit the **Annual Review**. You do not need to include any **Comments** or **Supporting Documents** if you have no further information to provide.
 3. After submitting, check to ensure that the following things have occurred:
 - The **Status Bar** in the upper-left corner of the **Workspace** has changed from **Pre-Submission** to **Pre-Review**.
 - The highlighted state in the workflow image at the top of the page is now **Pre-Review**.
 - On the **History** tab, the most recent action is **Submitted**.



Creating a Triennial (*de novo*) Review

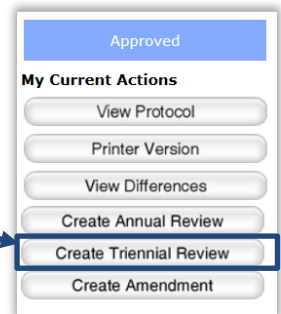
Protocols are approved by the IACUC for a maximum of 3 years. Well ahead of the expiration date, the protocol will need to be submitted to the IACUC again for a full review and re-approval if you would like to continue your approval. The **PI** and any user(s) designated by the PI as a **Primary Contact** for the study will receive a system-generated email reminder 90, 60, and 30 days prior to the protocol's expiration date. If you will no longer pursue approval for the study, please see [Requesting Protocol Closure](#) below.

NOTE: It is highly recommended you submit your renewal as soon as possible in order to prevent a lapse in approval. Currently the IACUC meets *once per month* to review triennial renewal submissions. You should plan to submit your renewal well in advance of its expiration date, to allow enough time for the IACUC to review and approve the submission prior to its expiration date.

1. Log into the Click Portal.
2. Click the **IACUC** tab in the top navigation menu.



3. From the **Active** tab, which lists all of your currently approved protocols, click on the **Name** of the desired protocol.
4. Under **My Current Actions**, click on the **Create Triennial Review** button. You will be brought to the triennial review's SmartForm.



Triennial Review SmartForms

No other follow-on submissions may be active during a triennial review.

Active follow-on submissions for this protocol:

ID	Name	Date Modified	State
There are no items to display			

Triennial review is a complete (de novo) review of the protocol by the IACUC that is required every three years to receive continued approval of the protocol.

To submit the triennial review:

1. Click **Continue** and summarize the progress made in the research.
2. Click **Continue** again and view the complete protocol details.
3. Make changes to the protocol as appropriate.
4. Submit your triennial review for IACUC review.

To request protocol closure instead:

1. Click the Back button to exit this form.
2. Click **Request Closure** and fill out the form.

NOTE: No other **Follow-On Submissions** (e.g., **Amendment**, **Annual Review**) may be active during a protocol's **Triennial Review**. Please plan accordingly. If you need to amend your protocol at the same time as your **Triennial Review**, simply incorporate your **Amendment** revisions into your **Triennial Review**.

1. Read the initial page of the **SmartForms**, and then click the **Continue** button.
2. Describe the progress you have made on this protocol over the past 3 years. Include the number of animals used and/or generated to date.
3. Describe any unanticipated results involving animal health and well-being during the last 3 years. Indicate if the LAF clinical veterinary staff was notified. If none occurred, indicate so.
4. Click the **Continue** button to save your work. You will be taken directly to the protocol's **SmartForms**.

Editing the Protocol

1. Make any changes you need to make directly to the protocol's **SmartForms**. You can use the **Continue** and **Back** buttons to move through the protocol form or use the **Jump To:** drop down links at the top of the page to move directly to any page within the protocol.
2. Once you have made your changes, click **Exit** at the top or bottom of any page within the **SmartForms**.

3. You will be brought to the triennial review's **Workspace**. You can continue to edit your triennial review by clicking **Edit Triennial Review** on the top left of the triennial review's **Workspace**, under **My Current Actions**.

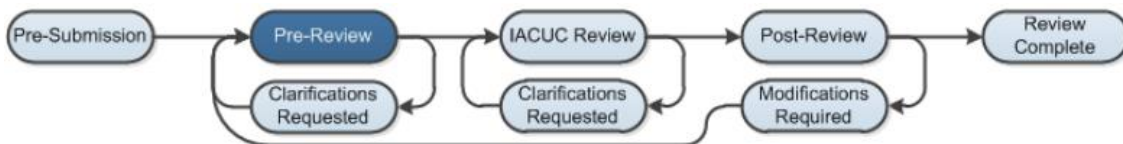
NOTE: At this point, your **Triennial Review** has not yet been submitted to the IACUC for review.

Submitting the Triennial Review

1. To submit your **Triennial Review** for review, from the **Triennial Review Workspace**, click **Submit** under **My Current Actions**.

The **Click Portal** will run a brief check to ensure that all of the required fields have been completed within the **SmartForms**.

- If an error appears, click the link(s) and update any required fields that were missed. **Save** your changes, **Exit** the protocol's **SmartForms**, and then click the **Submit** button again.
 - If there are no errors, a statement will appear in the window.
2. Read the statement and then click **OK** to submit the study for review. You do not need to include any **Comments** or **Supporting Documents** if you have no further information to provide.
 3. After submitting, check to ensure that the following things have occurred:
 - The **Status Bar** in the upper-left corner of the **Workspace** w has changed from **Pre-Submission** to **Pre-Review**.
 - The highlighted state in the workflow image at the top of the page is now **Pre-Review**.
 - On the **History** tab, the most recent action is **Submitted**.



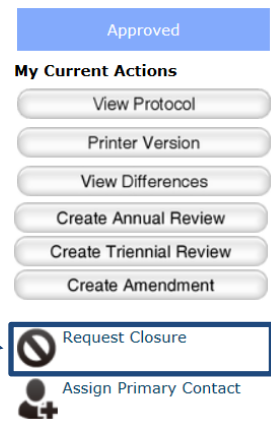
Requesting Protocol Closure

If you would like to request closure of a currently approved protocol, follow the steps below.

1. Log into the Click Portal.
2. Click the **IACUC** tab in the top navigation menu.



3. From the **Active** tab, which lists all of your currently approved protocols, click on the **Name** of the desired protocol.
4. Under **My Current Actions**, click on **Request Closure**. You will be brought to the Request Closure SmartForm.



NOTE: You must ensure that no animals currently remain at UB under this protocol and that you have communicated to all personnel that this protocol is being closed and live animal work must stop.

If there are animals currently under this protocol, you cannot close the protocol. If you would like to close the protocol and animals remain, please make arrangements for their disposition (e.g., euthanasia, transfer to a different protocol) prior to requesting closure.

Request Closure Form

Request Closure

You are formally requesting closure of this protocol. You must ensure the following:

- No animals remain at the institution under this protocol number. If animals remain, make arrangements for the disposition of those animals (either euthanize the animals or transfer them to a holding protocol) prior to executing this activity.
- You have communicated to all protocol personnel that this protocol is being closed and all animal work must stop.

1. * I agree that the above items are true: Yes No [Clear](#)

2. * Reason for closure:

3. * Describe the progress made toward achieving the goals of the research:

1. Indicate that all animal work on the protocol has ceased, and that all animals used in the protocol have been properly disposed.
2. Enter a brief explanation for why you wish to close this protocol, such as “The study has been completed.”
3. Describe in brief the progress made toward achieving the goals of the research.
4. Update the number of animals you actually used on this protocol. The IACUC module will automatically pull the animal numbers you requested in the **Experiments** section of the protocol into the **Animals Identified in Experiments** column.

Click the **Update** button next to each **Pain Category** that contains more than 0 **Animals Identified in Experiments** to indicate how many animals were actually used in each **Pain Category**.

5. Describe any unanticipated results involving animal health on this protocol. Indicate if the LAF clinical veterinary staff was notified. If none occurred, indicate so.
6. You do not need to add any **Comments** or **Supporting Documents** if you have no further information to provide.

2. Click **OK** to submit the request. You do not need to include any **Comments** or **Supporting Documents** if you have no further information to provide.
3. After submitting, check to ensure that the following things have occurred:
 - The **Status Bar** in the upper-left corner of the **Workspace** has changed from **Approved** to **Closure Requested**.
 - On the **History** tab, the most recent action is **Closure Requested**.



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