

IACUC Online: Electronic Animal Protocol Management User's Manual

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IACUC Online is a web-based database used for the submission and management of DFCI's animal protocols. Investigators can submit protocols electronically and follow the review process from start to finish.

1.1 *Getting Started*

Accessing IACUC Online

Before you can use IACUC Online, you will need to be given access to the system. Please contact the IACUC Office (dfci_iacuc@dfci.harvard.edu) for access and be ready to provide your employee ID number.

Browser Compatibility

Whether on a Mac or PC, IACUC Online works best with Firefox or Chrome. The app can be used in Edge, but has not been tested in that browser so it is not recommended. Please note that the app does not work well with Safari and may not work with other browsers.

Inactivity Timeout

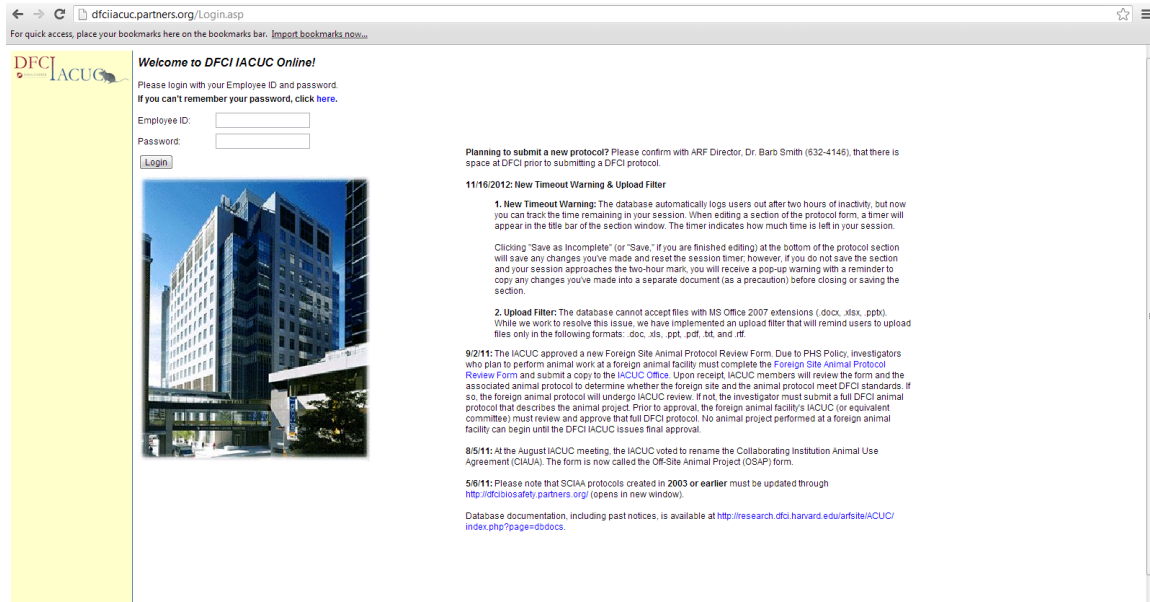
As a security measure, IACUC Online will log users out after two hours of inactivity. For example, typing within a form will not reset the logout counter, but saving a protocol form or opening a new form will. If IACUC Online logs a user out due to inactivity, a pop-up warning will appear in any open protocol forms.

If you see this pop-up warning, make sure to copy any changes you have made and paste them into another application, such as Microsoft Word or Notepad. Otherwise, your changes will be lost when you close or try to save any open protocol forms.

The best way to avoid being logged out is to frequently (every 20-30 minutes) click the "Save as Incomplete" button, which appears at the bottom of each protocol form. Clicking this button will close the protocol form, saving any changes made since the form was last opened, and will reset the logout timer.

1.2 Login Screen

When you first navigate to IACUC Online, you will see the following login screen.



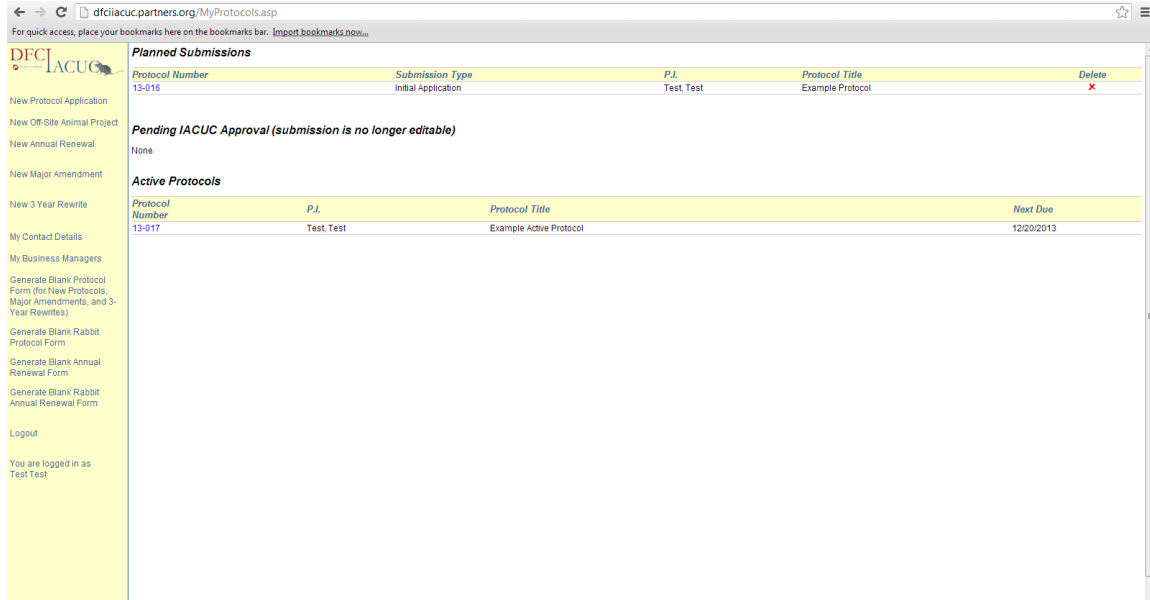
To log in, enter your Employee ID and password. If you cannot remember your password, click on the link above the “Employee ID” field. IACUC Online will ask you for your email address (make sure to use the email address that was recorded on your account), and then email your password to you.

If you do not know your Employee ID or you cannot log in, contact the IACUC Office (dfci_iacuc@dfci.harvard.edu) and an IACUC staff member can check your Employee ID and reset your password if necessary.

Note that the login screen also includes a section for news items. New IACUC policies, form updates, scheduled maintenance for IACUC Online, and other important information is posted on the right side of the page.

1.3 My Protocols Screen

After logging in, you will see your “My Protocols” screen, which will look like the following image.



The first section, **Planned Submissions**, shows new protocols, annual progress reports, and 3-year rewrites that you are working on, but have not yet submitted to the IACUC Office. If you started an application but do not want to submit it to the IACUC Office, you can delete it by clicking the red “X” to the right of the application. Note that applications cannot be recovered once they are deleted.

The second section, **Pending IACUC Approval**, shows submissions that have been submitted and are currently under review by the IACUC. Submissions listed under this section cannot be edited or deleted.

The third and final section, **Active Protocols**, shows your active, approved protocols. If the Next Due date falls within the next 45 days, the date will be highlighted in red.

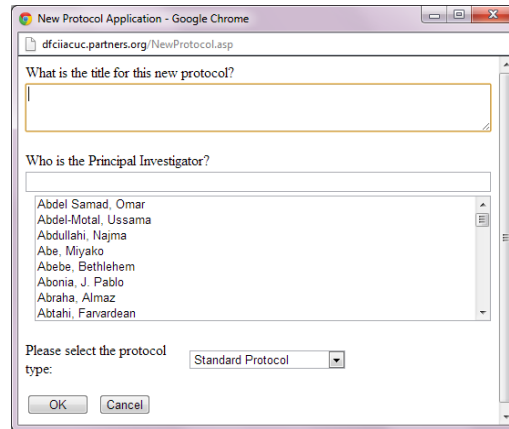
In the left navigation bar, you can select from multiple actions.

New Protocol Application	Click this link to start a new online protocol application.
New Off-Site Animal Project	This function is for IACUC Office use only . Contact the IACUC Office (dfci_iacuc@dfci.harvard.edu) if you have questions about submitting an Off-Site Animal Project.
New Annual Progress Report	Click this link to start a new annual progress report for one of your existing protocols. (You will choose the specific protocol after clicking on this link.)
New 3 Year Rewrite	Click this link to start a new 3-year rewrite for one of your existing protocols. (You will choose the specific protocol after clicking on this link.)
My Contact Details	Click this link to change your phone, address, email address, and/or password.

My Business Managers	Click this link to specify your Business Manager(s)/Financial Coordinator(s). When you create a new protocol, your Business Managers will automatically be given access to your protocol. You can then turn on/off access on a per protocol basis.
Generate Blank Protocol Form	Click this link to generate a blank MS Word version of the standard animal protocol form. This will allow you to complete the form offline or when you do not have access to the DFCI intranet. Note: The IACUC will not review protocols submitted as Word documents, so you must copy your protocol from the Word form to the online form in order to submit it.
Generate Blank Annual Progress Report	Click this link to generate a blank MS Word version of the annual progress report. This will allow you to complete the report offline or when you do not have access to the DFCI intranet. Note: The IACUC will not review annual progress reports submitted as Word documents, so you must copy your progress report from the Word form to the online form in order to submit it.
Logout	Click this link to log out of IACUC Online.

1.4 Submitting a new protocol application

To create a new protocol application, click the “New Protocol Application” link from the navigation bar. You will see the following screen.

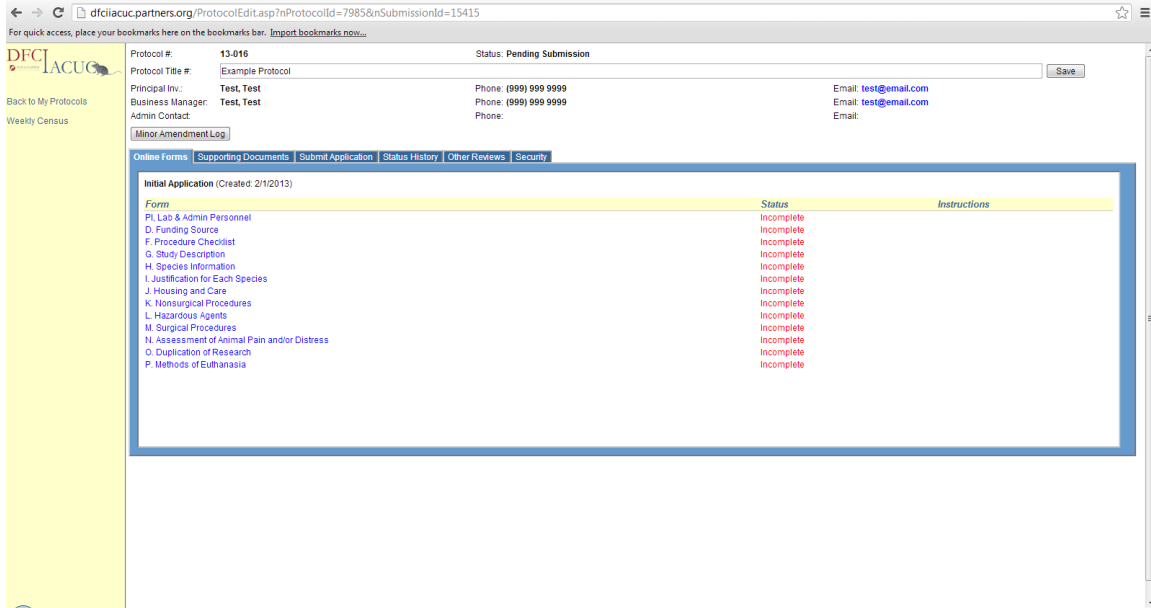


Enter the protocol title, then select the Principal Investigator. (Note that per ACUC policy, you must be at least at the level of Instructor to be a PI on a protocol.) You can type the first few letters of the PI’s last name and the list below will update to show matching names. Click on the PI’s name.

If you cannot find the person you are looking for, confirm that you have typed the name correctly. The names of anyone who currently has or has in the past had animal facility access are already in the system. (Be aware that multi-part names may be entered in different ways, e.g., Mary Ann, Maryann, or Mary-Ann.) If you still cannot find the PI in the list, simply enter the new name in Lastname, Firstname format.

For protocol type, the drop-down is automatically set to **Standard Protocol**. No other option exists at this time.

Click “OK” to continue. You will then see the following screen.



The screenshot shows a web browser window with the URL dfciacuc.partners.org/ProtocolEdit.asp?nProtocolId=7985&nSubmissionId=15415. The page displays protocol information for Protocol # 13-016, titled 'Example Protocol', with a status of 'Pending Submission'. Contact information for the Principal Investigator, Business Manager, and Admin Contact is provided. A 'Save' button is visible next to the protocol title field. Below this, a navigation menu includes 'Online Forms', 'Supporting Documents', 'Submit Application', 'Status History', 'Other Reviews', and 'Security'. The 'Initial Application' section, created on 2/1/2013, contains a table of forms with their respective completion statuses.

Form	Status	Instructions
PI, Lab & Admin Personnel	Incomplete	
D. Funding Source	Incomplete	
F. Procedure Checklist	Incomplete	
G. Study Description	Incomplete	
H. Species Information	Incomplete	
I. Justification for Each Species	Incomplete	
J. Housing and Care	Incomplete	
K. Nonsurgical Procedures	Incomplete	
L. Hazardous Agents	Incomplete	
M. Surgical Procedures	Incomplete	
N. Assessment of Animal Pain and/or Distress	Incomplete	
O. Duplication of Research	Incomplete	
P. Methods of Euthanasia	Incomplete	

If you need to change the title of the protocol, you can enter the new title at the top of the screen and click the “Save” button. Note that you will not be able to edit the title after the initial submission of the protocol. Please contact the IACUC Office (dfci_iacuc@dfci.harvard.edu) if you wish to edit the title at any point in the future (e.g., at the time of a 3-year rewrite).

IMPORTANT NOTE! If you are writing a new protocol and are *not* the Principal Investigator, add your own name to the ‘PI, Lab & Admin Personnel’ form before you take any other action (see 1.6 below). Doing so will allow you to return to the protocol after you log out. Otherwise, you will lose access to the new protocol as soon as you log out. (Access to each protocol is based on who is listed in the ‘PI, Lab & Admin Personnel’ form.)

You should also click on the ‘Security’ tab (See 1.14 below) and confirm that the ‘Web Access’ box after your name is checked so you can access the protocol in the future.

1.5 Online Forms Tab

The “Online Forms” tab lists all the web forms that you will need to complete before you can submit the protocol to the IACUC Office. Click on the name of the web form, and the system will display the form in a new window. As you complete each form and click the ‘Save’ button, the status of the form will change from a red “**Incomplete**” to a green “**Complete**”.

Required fields in each form are marked with a red *. Some fields may not be marked but will become required based on the answer to a prior question.

At the bottom of each web form, you will see the following buttons:

- **Save:** Click “Save” when all fields in a web form are complete to change the form status to **Complete**. If you click “Save” before answering all required fields, IACUC Online will remind you to specify an answer.
- **Save as Incomplete:** Click “Save as Incomplete” to save your work in a web form before all required fields are completed. The status of the web form will then remain at “**Incomplete**” until you go back and finish the form. (Submissions with **Incomplete** forms cannot be submitted for review.)
- **Cancel:** Click the “Cancel” button if you do not want to save any of your changes in a web form.

Please note: Remember to save your work frequently! You can use “Save as Incomplete” to save your work in a web form at any time and reset the database’s logout timer.

Most of the web forms include instructions and require completing text fields. However, the following more complex tasks are described below.

- PI, Lab & Admin Personnel Form
- Entering multiple answers for a given species (applies to several different web forms)
- Using the symbol and style buttons
- Using the spell checker

If you have questions about a specific form, you can contact the IACUC Office (dfci_iacuc@dfci.harvard.edu) for assistance.

1.6 PI, Lab & Admin Personnel Form

The 'PI, Lab & Admin Personnel' form is used to indicate who is associated with your protocol, including Grant Managers, Financial Coordinators, and Administrators. Note that the first two fields of the form, the Principal Investigator and the first Business Manager field, are required fields, meaning that these two fields must be completed at minimum.

When you open this form, the Principal Investigator should automatically be populated. (If you need to edit the contact details of the person currently listed as PI, simply click the “Edit Person” button, which is described in more detail below.) Also, the Business Manager field will be populated if the PI specified a default Business Manager on the “My Business Managers” screen.

The following functions are available to add more people to your protocol or manage the people already listed in the 'PI, Lab & Admin Personnel' form:

- **Lookup Person**
 - Click to open a pop-up window (pictured above) where you can replace one person with another by searching IACUC Online for existing people and typing the first few letters of the last name and/or first few letters of the first name (see example below under “Add Another Person”) of the person you want.
 - **Note:** Clicking “Lookup Person” is the only way to replace the people listed in the Principal Investigator field and the first Business Manager field.
- **Edit Person**
 - Click to edit a person’s contact details (e.g., email address, room number).

- **Note:** Do not click “Edit Person” to replace one person with another. You will only end up changing the first person’s contact information, which can cause confusion. Click “Lookup Person” instead.
- **Remove Person**
 - Click to remove a person from the ‘PI, Lab & Admin Personnel’ form.
- **Add Another Person**
 - Click to open a pop-up window where you can search IACUC Online for existing people by typing the first few letters of the last name and/or first few letters of the first name (see example below).
 - **If you find the person you wish to add**, click the person’s name (not the “Add New Person” button) to add that person to the protocol.
 - **If you cannot find the person you are looking for**, first confirm that you have typed the name correctly. The names of anyone who currently has or has in the past had IACUC Online access are already in the system. (Keep in mind that multi-part names may be entered in different ways, e.g., Mary Ann, Maryann, or Mary-Ann.) If you still cannot find the person you are looking for, click the “Add New Person” button and enter the requested information.
- **Save**
 - Click to save the form as “Complete.”
- **Close**
 - Click to close the form without saving it as “Complete.” Note that the form automatically saves each time a person is added or a person’s account information is edited, so this function only ensures that the form remains flagged “Incomplete.”

Please note:

- When you add people to this section, please make sure that their account includes the following information at minimum:
 - First name and last name
 - Department
 - Employee ID number
 - Room number (in “Address field)
 - Work phone number
 - Work email address
- Make sure to check the “Gets Mail” checkbox for any personnel who need to receive IACUC communications (e.g., approval memos, review memos) for your protocol. You can access this checkbox any time by clicking “Edit Person.” You will also have the opportunity to access this checkbox when you click “Lookup Person” or “Add New Person.”

1.7 Multiple Answers for a Given Species

Some questions on the web forms allow multiple answers for a given species, e.g. for a given species 50% may be housed in one location and the other 50% may be housed in another location or half of a species may be given Drug A while the other half are given Drug B.

These questions will have a [“Click here if this applies to only a subset of this species”](#) link. If you click on the link, you will see a window similar to the following. You can then enter a different answer for each subset. If more than two subsets are required, click the “Add Another Subset” button.

Multiple Answers for Mouse - Google Chrome

dfciiacuc.partners.org/MultipleAnswers.asp?nInstanceId=174669&nFieldId=262&nSpecie=1&tsSubmissior

Multiple Answers for Mouse

If yes, please list all tissues that will be collected from euthanized animals. (If harvesting fetuses at gestational age E15 or greater, include decapitation in the method of euthanasia [sections G and P].)

Please list tissues: # of Animals

Subset 1: All

Describe the subset of this species that the above answer applies to, e.g. 10% of the (species name), 20 of the (species name), etc.

[Click here to delete this subset.](#)

Please list tissues: # of Animals

Subset 2: All

Describe the subset of this species that the above answer applies to, e.g. 10% of the (species name), 20 of the (species name), etc.

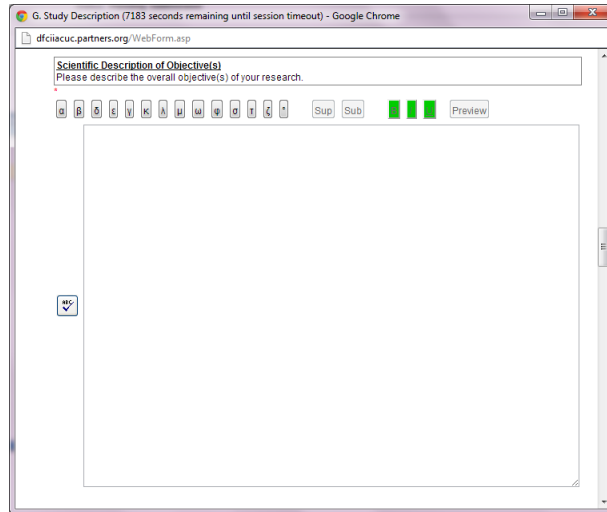
[Click here to delete this subset.](#)

OK Add Another Subset Cancel

1.8 Using the Symbol and Style Buttons

The symbol and style buttons allow you to add select symbols and special formatting to your animal protocol.

Click “Show Symbols/Styles” at the bottom of the form to activate the symbol and style buttons. Note that these buttons will only appear above text areas (larger, multi-line fields) and will not appear above text boxes (single-line fields). Symbols and styles will not work in text boxes at all, even if copied and pasted from a text field.



To place a symbol, click your cursor in the text area where you would like the symbol to appear, then click one of the symbol buttons and the symbol will be placed at your cursor.

To apply special formatting to text, start by highlighting the text you would like to format. Due to browser limitations, you must use your mouse cursor to highlight the text. Note that special formatting will only work in Chrome if you highlight the text by dragging your cursor from left to right **or** by double-clicking on the text you want to format. In Firefox, you can highlight by dragging your cursor left to right, right to left, or by double-clicking.

Once you have highlighted the text you would like to format, click one of the style buttons to format the text:

- Sup: Superscript
- Sub: Subscript
- **B**: Bold
- *I*: Italics
- U: Underline

This will add HTML tags to your text to apply the formatting you chose. Although the formatting will not display in the individual online forms, it will appear in the Printable Application Form (see 1.10.2), which allows you to view the protocol and is the document the IACUC reviews for full protocol submissions.

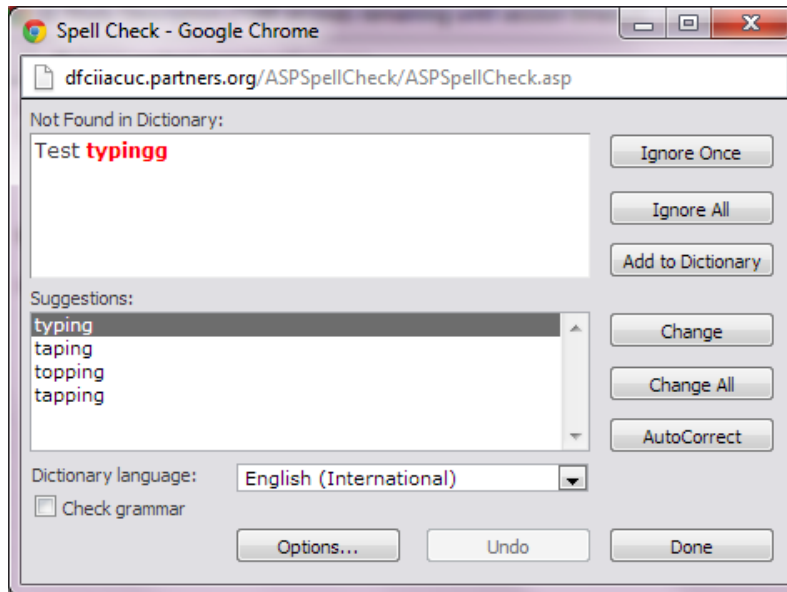
When you are finished entering symbols or applying styles, you can click “Hide Symbols/Styles” at the bottom of the online form or you can simply click “Save” or “Save as Incomplete.”

1.9 Using the Spell Checker



IACUC Online’s spell check utility is similar to the one included with Microsoft Word. The utility only works in text areas (larger, multi-line fields) and does not work in text boxes (single-line fields).

Each text area has its own spell check button. To use the spell check utility, click the spell check button (see above), which is found to the left of the text area you wish to check. The utility will then search for words it does not recognize as correctly spelled.



When the utility finds a word it does not recognize, it will give you the option to correct it from a list of alternate spellings. You then have several options:

- **Change:** Click this button to replace one instance of the unrecognized word with the word currently selected under the “Suggestions” box.
- **Change All:** Click this button to replace all instances of the unrecognized word with the word currently selected under the “Suggestions” box.
- **AutoCorrect:** Click this button to teach the utility to automatically replace the unrecognized word with the word currently selected in the “Suggestions” box. The utility will then do so in future whenever you click the spell check button.
- **Ignore Once:** Click this button to ignore one instance of the unrecognized word.
- **Ignore All:** Click this button to ignore all instances of the unrecognized word.
- **Add to Dictionary:** Click this button to “teach” the unrecognized word to the spell check utility. The utility will store the word in your Personal Dictionary and recognize it as correctly spelled. (Only use this option if the unrecognized word is spelled correctly!)
- **Undo:** Click this button to undo the last correction you made.
- **Options:** Click this button to adjust options for the spell check utility, as well as to reset your Personal Dictionary and AutoCorrect.
- **Done:** Click this button to close the spell check utility.

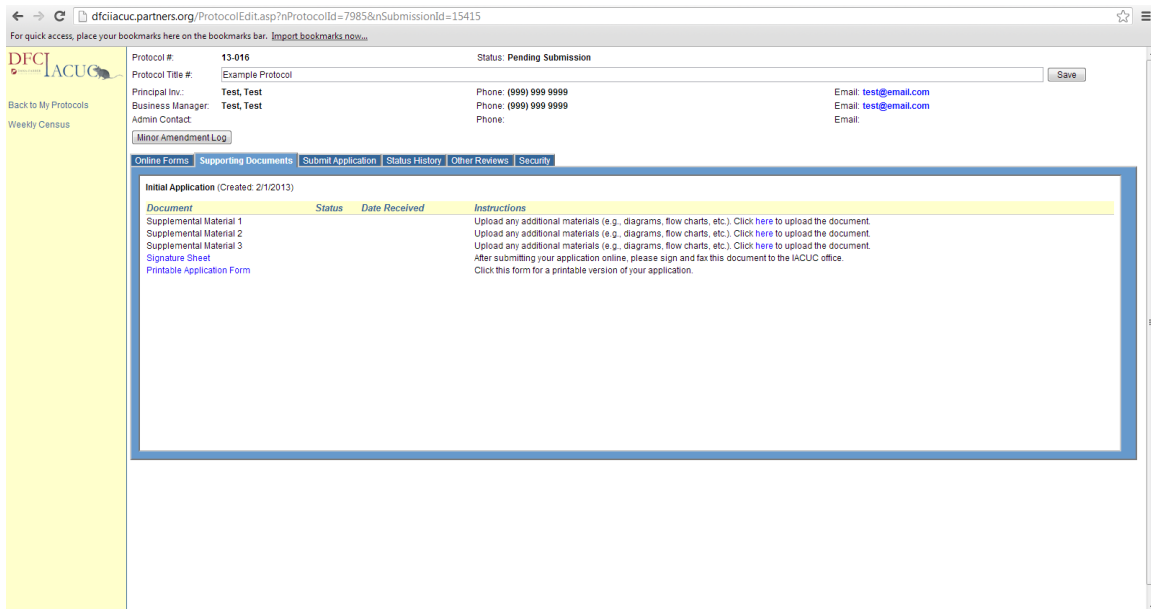
Note that if you make use of the Personal Dictionary and/or AutoCorrect functions, the data for these functions will be stored in your browser's cookies.

- If you choose not to allow cookies with the web browser you are using, the “Add to Dictionary” function will not work.
- Deleting your cookies will erase your Personal Dictionary and AutoCorrect entries.
- Personal Dictionary and AutoCorrect entries are browser specific because cookies are browser specific. Entries made in one browser will not transfer.

1.10 Supporting Documents Tab

The Supporting Documents tab provides a place to upload supplemental forms and documents that need to accompany your protocol submission (e.g., Chemical Safety Forms for potentially hazardous chemicals). As you complete the various web forms, the list of documents in the Supporting Documents tab may change depending on your answers, so it is best to check the tab frequently see what documents you need to submit.

In general, the IACUC will review a protocol submission even if some supplemental documents, such as Chemical Safety Forms or BCC protocols, are pending approval. Whenever possible, make sure to upload final/approved versions of all supplemental documents to the Supporting Documents tab. If a final/approved version is not available, upload the unapproved version instead.



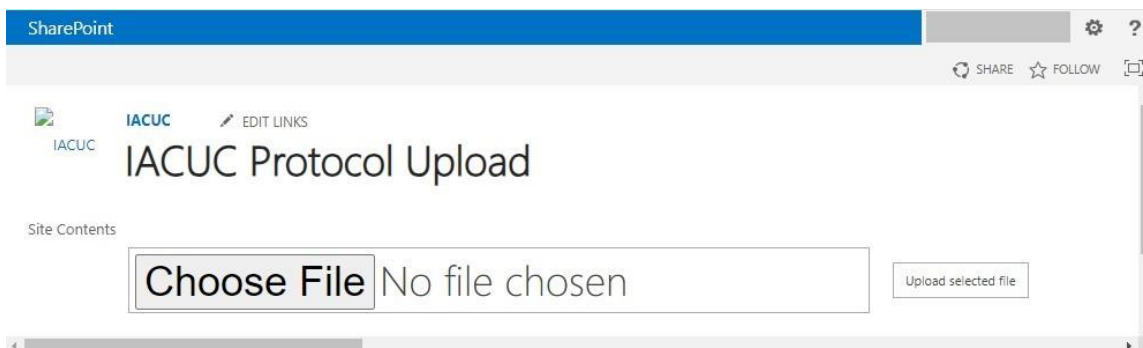
The screenshot shows a web browser window with the URL `dfciacuc.partners.org/ProtocolEdit.asp?nProtocolId=7985&nSubmissionId=15415`. The page title is "DFCI IACUC". The main content area displays protocol details for Protocol # 13-016, titled "Example Protocol", with a status of "Pending Submission". The principal investigator is "Test, Test" with contact information for phone and email. A "Supporting Documents" tab is selected, showing a table of documents to be uploaded.

Document	Status	Date Received	Instructions
Supplemental Material 1			Upload any additional materials (e.g., diagrams, flow charts, etc.). Click here to upload the document.
Supplemental Material 2			Upload any additional materials (e.g., diagrams, flow charts, etc.). Click here to upload the document.
Supplemental Material 3			Upload any additional materials (e.g., diagrams, flow charts, etc.). Click here to upload the document.
Signature Sheet			After submitting your application online, please sign and fax this document to the IACUC office.
Printable Application Form			Click this form for a printable version of your application.

1.10.1 *Uploading Supporting Documents*

If you have an electronic version of a safety form, outside institution's protocol or other supplemental materials (e.g., a table describing the strains of transgenic/KO mice you wish to use), you can click the "[here](#)" in the "Click [here](#) to upload the document" link to open a pop-up window where you can upload the document. If you are responding to an IACUC review memo, you can also upload a response to the IACUC's review.

When you click on the link, you will see the following screen.



Click the "Choose File" button to select the file to upload then click the "Upload selected file" button. Once the file is uploaded, the file type under the "Document" column becomes a link. At any time before you electronically submit the protocol application to the IACUC Office, you can re-upload the document. IACUC Online will only store the most recently uploaded document -- **any subsequent upload will overwrite the previously uploaded document.**

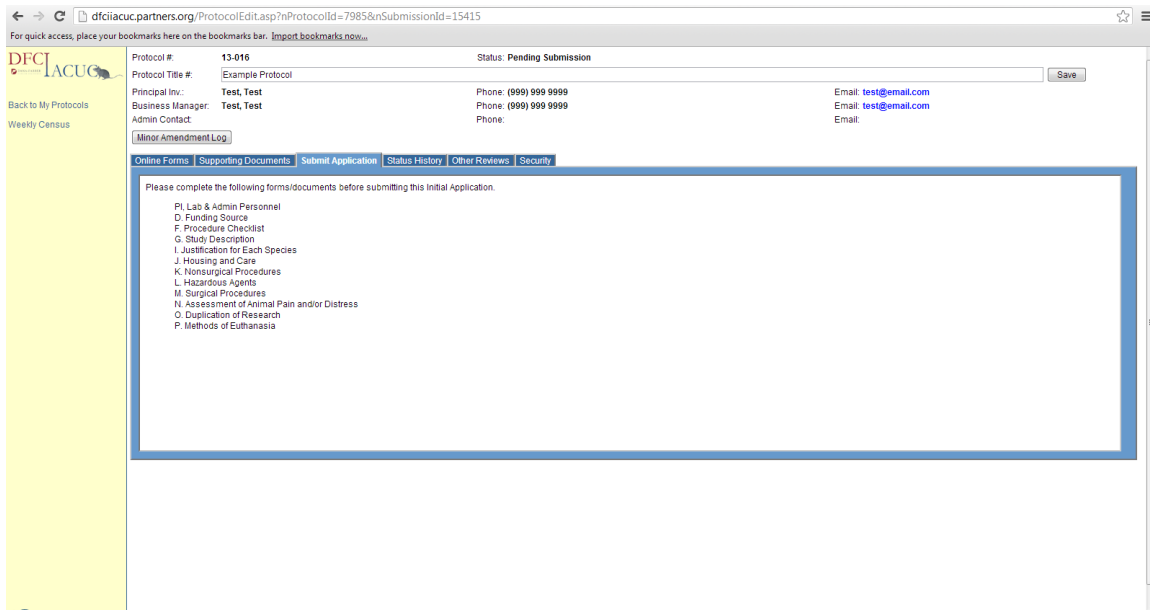
1.10.2 *Printable Application Form*

If you wish to print a hard copy **or** create a PDF copy of your submission, click on "Printable Application Form" (for new protocols, 3-year rewrites and amendments/revisions) or "Printable Progress Report" (for annual progress reports). To create a PDF copy of your protocol, make sure you have Adobe Acrobat installed. You can then select "Adobe PDF" under the list of printers when you use your browser's print function, which will generate a PDF copy of your protocol.

There is no need to submit a hard copy of the protocol to the IACUC Office. You may wish to wait until the submission has been approved to print an approved copy from which lab staff will work.

1.11 Submit Tab

The Submit tab summarizes all the web forms you need to complete before your protocol can be electronically submitted (also listed as “**Incomplete**” in the Online Forms tab) and all the additional documents you need to submit before your protocol will be reviewed (also listed in the Supporting Documents tab).



dfciacucpartners.org/ProtocolEdit.asp?nProtocolId=7985&nSubmissionId=15415

For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

DFCI IACUC

Back to My Protocols
Weekly Census

Protocol # 13-016 Status: Pending Submission

Protocol Title # Example Protocol Save

Principal Inv.: Test, Test Phone: (999) 999 9999 Email: test@email.com

Business Manager: Test, Test Phone: (999) 999 9999 Email: test@email.com

Admin Contact: Phone: Email:

[Minor Amendment Log](#)

Online Forms | Supporting Documents | **Submit Application** | Status History | Other Reviews | Security

Please complete the following forms/documents before submitting this Initial Application.

- P. Lab & Admin Personnel
- D. Funding Source
- F. Procedure Checklist
- G. Study Description
- I. Justification for Each Species
- J. Housing and Care
- K. Nonsurgical Procedures
- L. Hazardous Agents
- M. Surgical Procedures
- N. Assessment of Animal Pain and/or Distress
- O. Duplication of Research
- P. Methods of Euthanasia

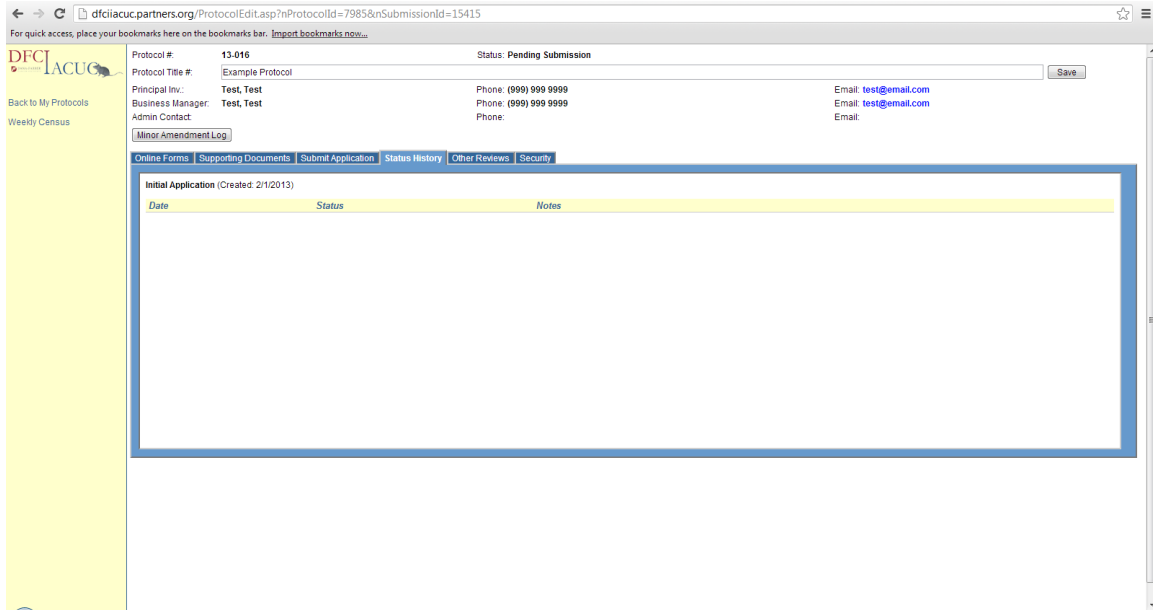
If you have completed all the web forms (i.e., all forms are listed as “**Complete**” in the “Online Forms” tab), the Submit tab will show a “Submit” button. Click on the “Submit” button to electronically submit the protocol application to the IACUC Office. You may wish to review the [pre-submission checklist](#) for supporting documents before you submit your application.

Please note that this is analogous to handing a paper copy of your protocol to the IACUC Office. Hence, once you have submitted your protocol, **you will not be able to make any changes to the protocol**. If you need to make a change after submission, contact the IACUC Office (dfci_iacuc@dfci.harvard.edu) and they can return your electronic submission. **There is no need to submit a hard copy of the protocol document.**

Please note: Your animal protocol submission is not complete until you click the “Submit” button under the Submit Application tab. This applies to all submission types: New Protocol Application, Annual Progress Report, and 3-Year Rewrite.

1.12 Status History Tab

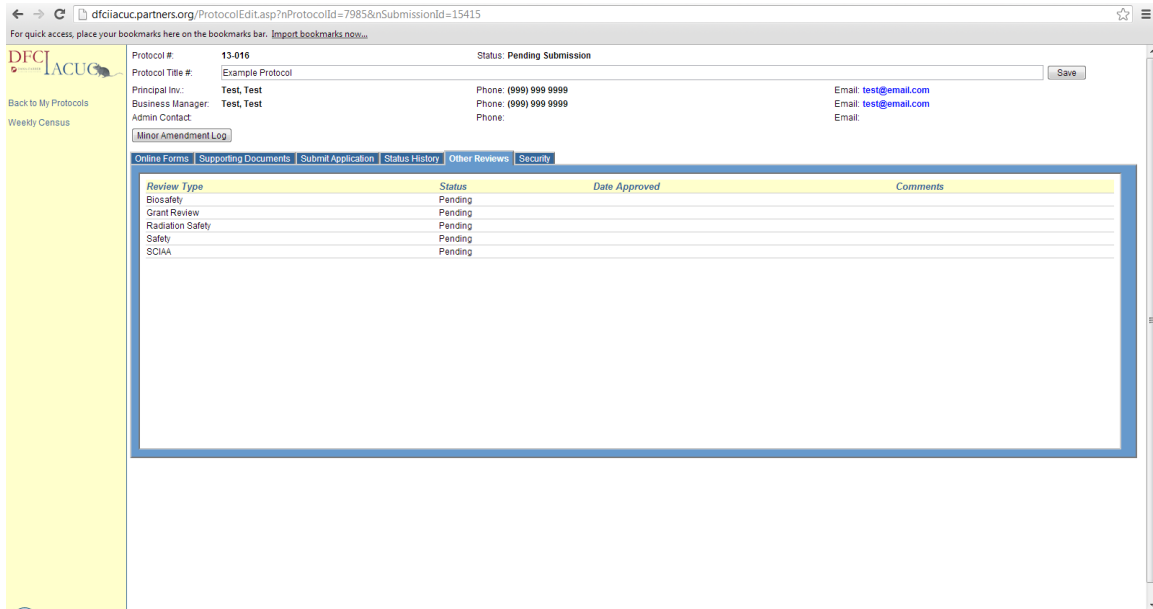
Once a protocol has been submitted, the Status History tab shows all the actions that the IACUC office has performed. Typical actions include assigning the protocol to a meeting, approving the protocol, etc. Check the Status History tab regularly to determine where the submission is in the review cycle.



The screenshot displays a web browser window with the URL dfciacuc.partners.org/ProtocolEdit.asp?nProtocolId=7985&nSubmissionId=15415. The page title is "Protocol # 13-016" and the status is "Pending Submission". The protocol title is "Example Protocol". The principal investigator is "Test, Test" with phone number "(999) 999 9999" and email "test@email.com". The business manager is also "Test, Test" with the same phone number and email. The admin contact is "Test, Test" with phone number "(999) 999 9999" and email "test@email.com". There is a "Save" button next to the protocol title field. A "Minor Amendment Log" link is visible below the contact information. The main content area is titled "Initial Application (Created: 2/1/2013)" and contains a table with columns "Date", "Status", and "Notes". The table is currently empty. The navigation tabs include "Online Forms", "Supporting Documents", "Submit Application", "Status History", "Other Reviews", and "Security". The "Status History" tab is currently selected.

1.13 Other Reviews Tab

The Other Reviews tab shows you the status of other reviews that may occur to your protocol, e.g. Biosafety, Grant Review, etc. Check this tab regularly to see if you if your protocol must be reviewed by other departments.



dfciacucpartners.org/ProtocolEdit.asp?nProtocolId=7985&nSubmissionId=15415

For quick access, place your bookmarks here on the bookmarks bar: [Import bookmarks now...](#)

DFCI IACUC

Back to My Protocols
Weekly Census

Protocol #: **13-016** Status: **Pending Submission**

Protocol Title #:

Principal Inv.: **Test, Test** Phone: **(999) 999 9999** Email: test@email.com

Business Manager: **Test, Test** Phone: **(999) 999 9999** Email: test@email.com

Admin Contact: Phone: Email:

Online Forms: [Supporting Documents](#) [Submit Application](#) [Status History](#) [Other Reviews](#) [Security](#)

Review Type	Status	Date Approved	Comments
Biosafety	Pending		
Grant Review	Pending		
Radiation Safety	Pending		
Safety	Pending		
SCIAA	Pending		

1.14 Security Tab

You can give any personnel listed on this protocol permission to see/edit your protocol. To do this, go to the “Security” tab, and check the box next to the staff members that will have access. Make sure to click the “Save” button when you are done. Note that the PI and the first Business Manager will always have access to the protocol.

Currently IACUC Online does not have read-only access. Anyone granted web access will be able to both view and edit (through the appropriate channels, including the PI’s signature or approval) the protocols to which they have access. If you do not have web access for a protocol, you will not be able to view it, and it will not show up on your My Protocols screen.

If you are entering a protocol and are *not* the Principal Investigator, please be sure to add yourself to the ‘PI, Lab & Admin Personnel’ form (See 1.6 above), so that you are able to access the protocol at a later time. You should also confirm that the ‘Web Access’ box after your name is checked so you can access the protocol in the future.

Protocol # 13-016 Status: Pending Submission

Protocol Title #: Example Protocol Save

Principal Inv: Test, Test Phone: (999) 999 9999 Email: test@email.com

Business Manager: Test, Test Phone: (999) 999 9999 Email: test@email.com

Admin Contact: Test, Test Phone: Email:

Minor Amendment Log

Online Forms | Supporting Documents | Submit Application | Status History | Other Reviews | Security

Name	Role	Web Access
Test, Test	Principal Investigator	<input checked="" type="checkbox"/>
Test, Test	Business Manager	<input checked="" type="checkbox"/>

Save

1.15 Active Protocols

If you select an active protocol from the My Protocols screen, you will see the following screen. The Current Version tab shows the most recently approved protocol submission.

The screenshot shows the 'Current Version' tab selected. The protocol details are as follows:

Protocol #:	13-017	Status:	Approved
Protocol Title #:	Example Active Protocol	Phone:	(999) 999 9999
Principal Inv.:	Test, Test	Phone:	NA
Business Manager:	Manager, Business	Phone:	NA
Admin Contact:		Phone:	
First Approved:	2/12/2013	Last Approved:	2/12/2013
Next Due:	12/20/2013	Expiration Date:	2/12/2014

Navigation tabs include: **Current Version**, All Submissions, Complete History, Other Reviews, Security, Online Forms, Supporting Documents, Status History.

The 'Online Forms' sub-tab is active, showing a table of completed forms:

Form	Status	Instructions
Pi. Lab & Admin Personnel	Complete	
D. Funding Source	Complete	
F. Procedure Checklist	Complete	
G. Study Description	Complete	
H. Species Information	Complete	
I. Justification for Each Species	Complete	
J. Housing and Care	Complete	
K. Nonsurgical Procedures	Complete	
L. Hazardous Agents	Complete	
M. Surgical Procedures	Complete	
N. Assessment of Animal Pain and/or Distress	Complete	
O. Duplication of Research	Complete	
P. Methods of Euthanasia	Complete	

The All Submissions tab lists the initial application and all the amendments, progress reports and 3-year rewrites submitted on IACUC Online. You can select a prior submission to review what you entered in the online forms, review the supporting documents and status history.

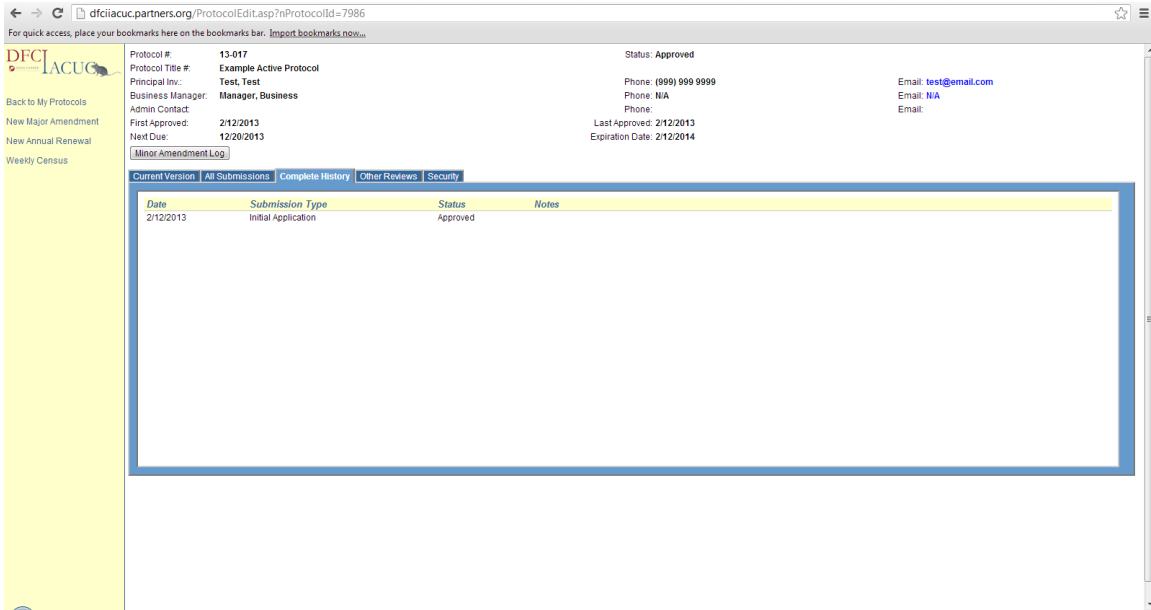
The screenshot shows the 'All Submissions' tab selected. The protocol details are identical to the previous screenshot.

Navigation tabs include: **All Submissions**, Online Forms, Supporting Documents, Submit Application, Status History.

The 'All Submissions' sub-tab is active, showing a table of submission history:

Date Created	Submission Type	Current Status	Date Approved
2/12/2013	Initial Application	Approved	2/12/2013

The Complete History tab shows the status history for all submissions (as opposed to having to go to each submission and reviewing each Status History tab.)



The screenshot shows a web browser window with the URL dfciacucpartners.org/ProtocolEdit.asp?nProtocolId=7986. The page displays protocol information for protocol # 13-017, titled "Example Active Protocol". The status is "Approved". The principal investigator is "Test, Test". The business manager is "Manager, Business". The first approved date is 2/12/2013, and the next due date is 12/20/2013. The last approved date is 2/12/2013, and the expiration date is 2/12/2014. The page includes a navigation menu with tabs for "Current Version", "All Submissions", "Complete History", "Other Reviews", and "Security". The "Complete History" tab is selected, showing a table with the following data:

Date	Submission Type	Status	Notes
2/12/2013	Initial Application	Approved	