General Comments

- IACUC Online will time users out after approximately two hours of inactivity. Please save your work often using the "Save as Incomplete" button!

- When you finish editing, don't forget to click the "Save" button for each section (form) of the protocol. (You may have to scroll down to see the button.) Closing the browser window any other way may cause you to lose the information you entered. The following pages assume that you will "Save" each section, even if it is not explicitly mentioned.

Viewing Protocols

IACUC Online is available at http://dfciiacuc.partners.org/Login.asp.

Log in using your employee ID (numbers only) and password.

You will be brought to your protocol Inbox (called **My Animal Protocols**).

Click on the protocol number of the protocol you want to view.

To view an active protocol:
Click on the protocol number in the *Active Protocols* section of your Inbox.

To view a submission that has not yet been approved:
Protocols that have not yet been approved will be listed in the *Planned Submissions* (if not yet submitted for review) or *Pending IACUC Approval* (once submitted) sections of your Inbox.

> **New protocol:**
> Click on the protocol number of the protocol, which is in one of the two above sections of your Inbox.
>
> **Progress report for or rewrite or amendment to existing protocol:**
> There are two ways to view updates to a protocol that already exists:
> 1. Click on the protocol number of the protocol, which is in one of the two above sections of your Inbox **OR**
> 2. If the protocol has previously been approved but the current submission is not:
>   a. Click on the protocol number listed in the *Active Protocols* section of the Inbox. You will notice that what you see is the approved version of the protocol (ie, not the pending update).
>   b. Click on the blue "All Submissions" tab. You will see a list of all submission since the database was implemented.
>   c. Click on the date that corresponds to the row with your pending protocol.

Creating a New Protocol

IACUC Online is available at http://dfciiacuc.partners.org/Login.asp.

1. Log in using your employee ID (numbers only) and password.

2. You will be brought to your protocol Inbox (called **My Animal Protocols**).

3. Choose (click on) "New Protocol Application" from the menu on the left.

4. Enter the title of the protocol in the field provided.

5. Move the cursor to the "Who is the Principal Investigator?" field and type the first few letters of the PI's last name to narrow down the choices. Choose the PI and click "OK".

   - If the PI's name is not in the list, type the full name (with the format Last name, First name) into the "Who is the Principal Investigator?" field and click "OK". The new name will be added automatically, although you may need to add additional contact details.
   - Per ACUC policy, the PI must be at the level of Instructor or higher.

6. You will see a blue box with a list of the sections of the protocol ("protocol forms"). Click on each form to open it. Answer the questions for each section.

7. Click the "Save" button in each form. The system will let you know if you have missed any required questions.

   - You will not be able to "Save" forms that are incomplete; however, most forms also have a "Save as Incomplete" button, which will save partially answered forms. (You can also save a form as incomplete as a reminder to return to it later, even if all required questions have been answered.)

8. **If you are entering a new protocol and are *not* the Principal Investigator, please be sure to add yourself to the 'PI, Lab & Admin Personnel' form** so that you are able to access the protocol at a later time. (If you do not add yourself to the 'PI, Lab & Admin Personnel' form, you will not be able to access the protocol later.) You should also click on the 'Security' tab and make sure the 'Web Access' box after your name is checked so that you can access the protocol in the future.

9. Forms that you have not finished will be listed as Incomplete.

10. Once all forms are listed as Complete, choose the "Submit Application" tab and click on the "Submit" button to send the amendment to the IACUC Office. There is no need to send a hard copy.

Other documents to submit:

If the protocol required any supplemental forms or approvals (another institution's protocol and approval, radioisotope form, Chemical Safety, etc.), please also upload or submit those.

There is no need to submit a hard copy of the protocol.

Submitting Amendments

To make a change in PI, please use the Amendment Form A (https://iacuc.dana-farber.org/amendment-forms.html). Form A is a PDF form and must be completed in Adobe Acrobat or Reader.

To add personnel (other than a PI) to an animal protocol, use Amendment Form B (https://iacuc.dana-farber.org/amendment-forms.html). Form B is a PDF form and must be completed in Adobe Acrobat or Reader.

Most amendments to make a significant change are submitted using Amendment Form C (https://iacuc.dana-farber.org/amendment-forms.html). Significant changes include a variety of experimental changes (e.g., addition of new procedures or strains or experimental substances, changes in or addition of objectives, changes in or addition of experimental designs, increases in animal numbers). Form C is a PDF form and must be completed in Adobe Acrobat or Reader.

For all PDF amendment forms, completed forms can be submitted through the IACUC's Smartsheet amendment portal by clicking "Submit Form in Smartsheet" at the end of the form.

Amendments for minor changes can be submitted using Amendment Form D (https://app.smartsheet.com/b/form?EQBCT=f8869e6369cd4513a957b2ae159dfb55), which is a web form. Minor changes include changes in funding, off-hours access, access to multiple animal rooms, and labs to which animals are transported.

For all amendments, IACUC Office staff will pre-review your request and send follow-up questions, if necessary. Once any follow-up questions are addressed, your request will be routed to the next stage of the review process, which may include contacting the protocol PI to verify approval for the amendment, veterinary review, and IACUC review.

Other documents to submit:

If the amendment required any new or revised supplemental forms (Chemical Safety, DTX policy antibody policy, etc.), please also submit those.

There is no need to submit a hard copy of the amendment.

Creating a 3-Year Rewrite

IACUC Online is available at http://dfciiacuc.partners.org/Login.asp.

1. Log in using your employee ID (numbers only) and password.

2. You will be brought to your protocol Inbox (called **My Animal Protocols**).

3. Choose (click on) "New 3 Year Rewrite" from the menu on the left. (If you don't have any protocols due for 3-year rewrite, you will not see the option.)

4. Make sure the protocol you want to work on is highlighted.

5. Make the necessary changes to any of the other forms, as noted in the description you entered above.

6. Forms that you have not changed will be listed as Incomplete. Open each of those forms and, confirm the information listed correct and click on the "Save" button. (You may need to complete any unanswered questions before you can save the forms.)

7. Once all forms are listed as Complete, choose the "Submit Application" tab and click on the "Submit" button to send the amendment to the IACUC Office. There is no need to send a hard copy of the paperwork.

Other documents to submit:

If the protocol required any new or revised supplemental forms (Chemical Safety, DTX policy, antibody policy, etc.), please also upload or submit those.

There is no need to submit a hard copy of the paperwork.