



The University of Texas at Austin
Office of Research Support

eProtocol IACUC User's Guide

For more information:

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Getting Started

Institutional Animal Care and Use Committee Website [<http://www.utexas.edu/iacuc>]

This website has the answers to many common questions and will provide you with information on regulations and guidelines. The site has information and links for just about everything you need in order to get started. Please visit often for news and updates.


The Institutional Animal Care and Use Committee (IACUC) Home Page

WHAT STARTS HERE CHANGES THE WORLD
THE UNIVERSITY OF TEXAS AT AUSTIN

Office of Research Support **ORS**

Search

Institutional Animal Care and Use Committee




Animal Welfare Assurance Number: A4107-01, valid from 12/21/04 to 11/30/08
AAALAC Accredited since October 29, 2001 (most recent re-accreditation: 3/13/07)
USDA Customer Number: 1453
USDA Certificate Number: 74-R-0029, Class R Research Facility (valid until 03/22/2011).

Welcome to the Institutional Animal Care and Use Committee (IACUC) home page for the Office of Research Support at The University of Texas at Austin. We recently updated our website and hope you enjoy our site's new look.

To learn more about the IACUC and the use of live vertebrate animals at The University of Texas at Austin visit our [About](#) page.

Answers to questions about our office, the IACUC application process, and other questions are available on our [FAQs](#) page. Information regarding regulations that apply to the use of animals in teaching and research are available on our [Regulatory Information](#) page.



Pertinent forms for conducting animal research are available on our [Forms](#) page.

To see a listing of currently scheduled IACUC Meetings and submission deadlines go to the [Meeting Dates and Deadlines](#) page. The [IACUC Policies and Procedures Manual](#) contains current policies and procedures and is regularly updated to reflect new standards, regulations, and University of Texas at Austin policy about the use of live vertebrate animals for teaching and research at The University of Texas at Austin/

To learn more about IACUC training requirements go to our [Training](#) page.

Reporting Animal Care Concerns

Here are some specific links from this site to note:

- Required Training Information
<http://www.utexas.edu/research/rsc/iacuc/training.html>
- Meetings and Submission Deadlines
<http://www.utexas.edu/research/rsc/iacuc/meetings.html>
- eProtocol IACUC Frequently Asked Questions (FAQs)
<http://www.utexas.edu/research/rsc/iacuc/eprotocol/faqs.html>

The University of Texas at Austin Electronic ID (UT EID)

In order to access eProtocol IACUC you will need a UT EID. A UT EID and password provide access to UTDirect and its services, and identifies authorized users of these services. See the UT EID Self-Service Tools website [https://idmanager.its.utexas.edu/eid_self_help/] for more information.

Here are some tips for Success in eProtocol:

- **Use a recommended browser.**
 - If you are on a **Windows** machine, use **Internet Explorer**.
 - If you are on an **Apple** machine, use **Safari**.

You may experience difficulties when using other operating system/browser combinations. Please avoid using Firefox, Mozilla, or Netscape as these browsers are NOT fully supported.
- **Allow pop-up windows.**

Pop-up blocking software prevents the eProtocol application from opening certain windows. You'll need to make sure that your browser has all pop-up blocking software disabled while using eProtocol IACUC. For more information on configuring your browser to allow pop-ups, see <http://www.utexas.edu/research/rsc/iacuc/eprotocol/tips.html>.
- **Avoid using your browser's BACK button.**

Instead, use the menus and links within the application to navigate.
- **SAVE frequently.**

eProtocol IACUC will time out after 60 minutes of inactivity. Only actions that cause the page to refresh or reload (such as saving or navigating to a new section) are indications to the system that your session is active.
- **Be patient.**

Some processes can take a minute to run. Although data is loading, your browser may not indicate activity.
- **Sign Out when done.**


To protect your private information, always log off and shut down your browser completely (close all browser windows) when you are finished using eProtocol IACUC.

Creating the Protocol Form

LOGIN to eProtocol IACUC at <https://jerry.orsc.utexas.edu/iacuc/>

Remember you'll need to enter:

- Protocol title
- Protocol personnel (at a minimum, only the PI role needs to be entered)

and then click  before the protocol application will be generated, a protocol number assigned, and saved. You may then continue entering the information for other sections.

NOTE: If you click  and nothing happens, you have pop-up blocker on.

Filling in the Protocol Form

Protocol Application Form

Protocol ID: AUP-2008-00041 (Kurt Bartelmehs)

Spell-check Help Save Close

Principal Investigator PI Status at The University of Texas at Austin is required.


Name	Kurt Bartelmehs		Title	Asst Vice President		
E-mail Address	kurt@austin.utexas.edu		UT EID	kurtb	Phone Number	+1 512 232 9090
Department	ACES IT Group		Mail Code	C4000		

Co-Principal Investigator

Name	Monty Van Den Bossche		Title	Oper Sys Spec		
E-mail Address	montyvdb@mail.utexas.edu		UT EID	mv867	Phone Number	+1 512 232 9089
Department	ACES IT Group		Mail Code	C4000		

- Navigate using the arrow icons in the upper right corner of page, or jump straight to a particular section using the left-hand menu.

NOTE: Until the first several sections (personnel info, species) are completed, you cannot skip ahead (e.g., to procedures, husbandry, euthanasia, etc.)

- Each time you advance a page, the application form will be automatically saved. You can also save by clicking the save icon in the upper right-hand corner of the page  Save.

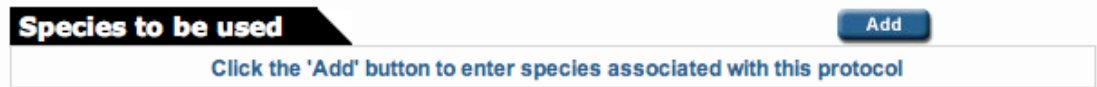
NOTE: If you are working on a particular page for a long time, you'll need to save frequently to avoid losing work. The application will time out after 60 minutes on one page without saving.

- Some special **required fields** will have a red asterisk *.

- **Check boxes** mean that you may select more than one item from that group.

- **Radio buttons** Yes No mean that you may select only one item from that group.

- **Tables** are used in parts of the application where you may need to add more than one item (for example, Species to be used).



When you click **Add**, a window will open where you enter the details related to the species. When you click **Save** in this window, the information is saved and heading information is shown in the table.

Species to be used				Add	Delete
	Common Name	Strain/Breed	Scientific Name	Housing Location	
<input type="checkbox"/>	Mouse, Domestic	C57Bl/6	Mus musculus	ARC	

To view or edit the detailed information, click the species name link, in this case [Mouse, Domestic](#). This will re-open the window where you first entered the species details.

To delete a species, click the check box next to a particular species, then click **Delete**.

To add additional species, simply click **Add** again.

- **Tabs** are used in parts of the application, such as procedures, where there are different sections of information required. Click on the tab name (for example, *Surgeon Details*) or the NEXT button to advance to the next tab. Remember: complete all of the tabs.

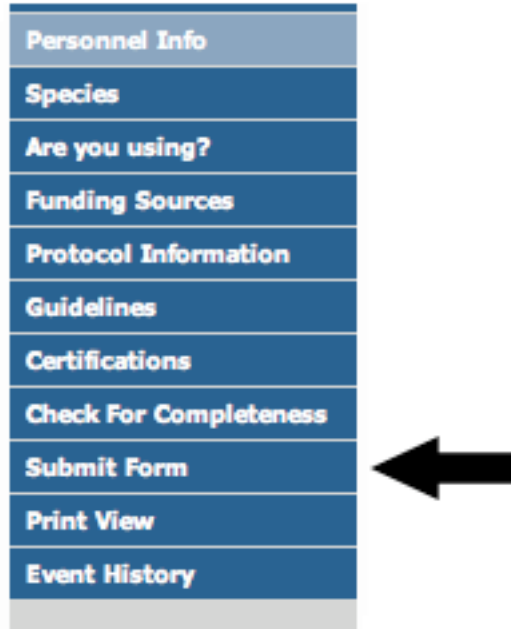
Surgery Info	Surgeon Details	Anesthetic Regimen	Procedure Description	Perioperative Care	Other Drugs Utilized
<p>Surgery Info</p> <p style="text-align: right;">Next</p> <p>Specific room number where surgery is performed: <input type="text" value="ARC 1.150"/></p> <p>Surgery Type:* <input type="text" value="-- Please Select --"/></p> <p><small>ALSO NOTE: The Guide defines major surgery as one that "penetrates and exposes a body cavity or produces substantial impairment of physical or physiological functions" and the USDA defines a major operative procedure as "any surgical intervention that penetrates and exposes a body cavity or any procedure that produces permanent impairment of physical or physiological functions."</small></p> <p>Will this project include Multiple Major Survival Surgery (MMSS)? <input type="radio"/> Yes <input type="radio"/> No</p> <p><small>PLEASE NOTE: If multiple major survival procedures are to be performed, you will be asked for specific justification in Procedure Relationships section of this form.</small></p> <p>Number of animals per year: <input type="text"/></p> <p style="text-align: right;">Next</p>					

- Click on the **Check for Completeness** left-hand menu option when you believe you have finished entering all of the necessary information. You will see a report indicating which sections may be missing information.

PLEASE NOTE: The check for completeness feature cannot check to see if all of the necessary supporting documents have been attached. Be sure to double-check that this has been done before you submit your protocol.

Submitting/Resubmitting the Protocol Form

When the protocol is complete, click on the SUBMIT FORM option in the left-hand menu.



If you receive an email that your protocol was **returned**, check the IACUC Comments or Pre-Review Comments section to see why. When you complete the necessary adjustments to the protocol, you'll need to re-submit the protocol, by again clicking the SUBMIT FORM option in the left-hand menu (as shown above).



Protocol Review Process

Once your protocol has been accepted, it will be assigned to a meeting date. Check your email regularly. You will receive an email for each major event in the review process. You can also see the status by looking at the protocol listing on your HOME page in eProtocol IACUC:

The screenshot shows the eProtocol IACUC Home Page. At the top, there is a navigation bar with the University of Texas at Austin logo, the text "WHAT STARTS HERE CHANGES THE WORLD", and the ePROTOCOL logo with the tagline "enabling paperless IACUC administration". Below this is the "Office of Research Support" and a navigation menu with "Investigator", "Home", "Help", and "LOGOFF".

The main content area is titled "Home" and features a "Protocol Events" table. Above the table are three buttons: "Create Protocol", "Clone Protocol", and "Delete Protocol". The table has six columns: "Protocol ID", "Principal Investigator", "Protocol Event", "Status/Comments", "Panel", and "Meeting Date".

Protocol ID	Principal Investigator	Protocol Event	Status/Comments	Panel	Meeting Date
AUP-2008-00149	Monty Van Den Bossche	Yet To Submit	IN-PREPARATION		
AUP-2008-00096	Justin McNulty	SUBMITTED	SUBMITTED		
AUP-2008-00148	Justin McNulty	Comments Received (Cycle 1)	IN-PROGRESS	IACUC	12/15/2008
AUP-2008-00120	Glen Otto	Recommended for Approval	IN-PROGRESS	UTA_IACUC	11/10/2008
AUP-2008-00135	David Crews	Comments Sent (Cycle 1)	IN-PROGRESS	UTA_IACUC	11/10/2008
AUP-2008-00123	Alexander Huk	Resubmit the Protocol	RETURNED		
AUP-2008-00051	Monty Van Den Bossche	SUBMITTED	IN-PREPARATION	IACUC	12/15/2008
AUP-2008-00059	Monty Van Den Bossche	SUBMITTED	IN-PREPARATION	IACUC	12/15/2008
AUP-2008-00055	Kurt Bartelmehs	Resubmit the Protocol	RETURNED		
AUP-2008-00061	Monty Van Den Bossche	RESUBMITTED	RESUBMITTED	IACUC2	06/01/2008

Below the table, there are two sections: "Protocols" and "Information Links".

Protocols

- [Submitted Protocols](#)
- [Approved Protocols](#)
- [Search Protocols](#)
- [Archived Protocols](#)
- [Training Record](#)

Information Links

- [AALAS Learning Library](#)
- [IACUC Policies and Procedures Manual](#)
- [IACUC Website](#)

To see reviewer comments, click the link for a specific protocol, under the Protocol Event column. For example, to see the comments for protocol AUP-2008-00148 shown above, you would click the link labeled "[Comments Received \(Cycle 1\)](#)" [continued on next page].

This will open the comments page:

Comments

https://jerry.orsc.utexas.edu/iacuc/ControlServlet

THE UNIVERSITY OF TEXAS AT AUSTIN
WHAT STARTS HERE CHANGES THE WORLD

ePROTOCOL
enabling paperless IACUC administration

Office of Research Support

Investigator
Home | Help | LOGOFF

Home » Comments

Protocol ID: [AUP-2008-00148](#) (Justin McNulty) [Guidelines](#)

Cycle:

Comments [Get Protocol](#) [Show All Comments](#) [Submit to IACUC](#)

Comment 1 Section: Personnel Info

Please provide detailed information on the PI's experience with this animal model.

Response Necessary for Approval
 Suggestion Not Necessary for Approval

Response [Save](#) [Clear](#)

I have updated the personnel section with this information.

You will need to:

- Make the adjustments to the protocol itself (click [Get Protocol](#) to open up a new window with the protocol).
- Respond to the comments (don't forget to click [Save](#) after each response)
- Click [Submit to IACUC](#) to send your responses back to the IACUC.

Renewing Your Protocol

Protocol approvals are valid for a maximum of one year. If you plan to continue your research, you will need to submit a renewal application. See the meeting dates section of the IACUC website [<http://www.utexas.edu/research/rsc/iacuc/meetings.html>] for a listing of submission deadlines and the corresponding meeting dates. Your eProtocol renewal application must be submitted by the protocol submission deadline for a meeting that occurs **before** the current protocol approval expires. You can see when your protocol approval expires on the **Approved Protocols** page (see instructions below to get to this page).

Here's an example:

- Protocol approval expires July 27, 2006.
- At latest, the renewal needs to be reviewed at the meeting prior to July 27, 2006.
- Which means the renewal needs to be submitted by the July 2006 meeting deadline.

PLEASE NOTE: A renewal cannot be submitted while a revision is still in process. Changes to the protocol, however, can be included during the renewal form submission. If your protocol will be expiring within the next several months, it is best to submit your renewal.


Starting the Renewal Application

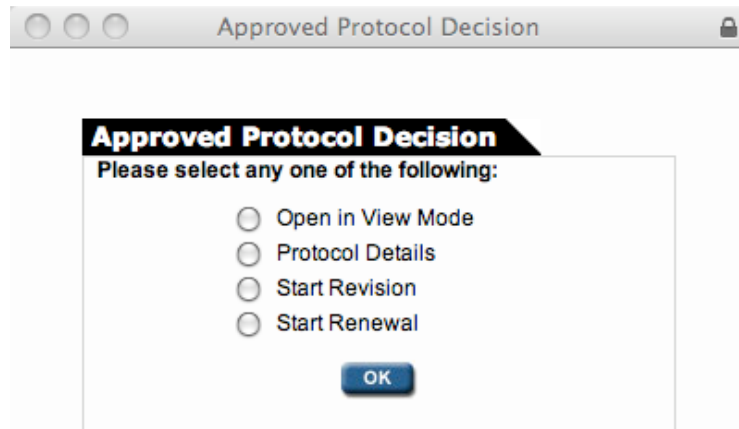
On your eProtocol HOME page (the page you see when you first log in), look at your **Approved Protocols** listing (lower left-hand side of the page under the **Protocols** tab). In the **Approved Protocols** section, click the number of the protocol you wish to renew.

The screenshot shows a web browser window with the URL <https://jerry.orsc.utexas.edu/iacuc/ControlServlet>. The page header includes 'THE UNIVERSITY OF TEXAS AT AUSTIN' and 'Office of Research Support'. The main content area is titled 'Protocol Events' and contains a table with the following data:

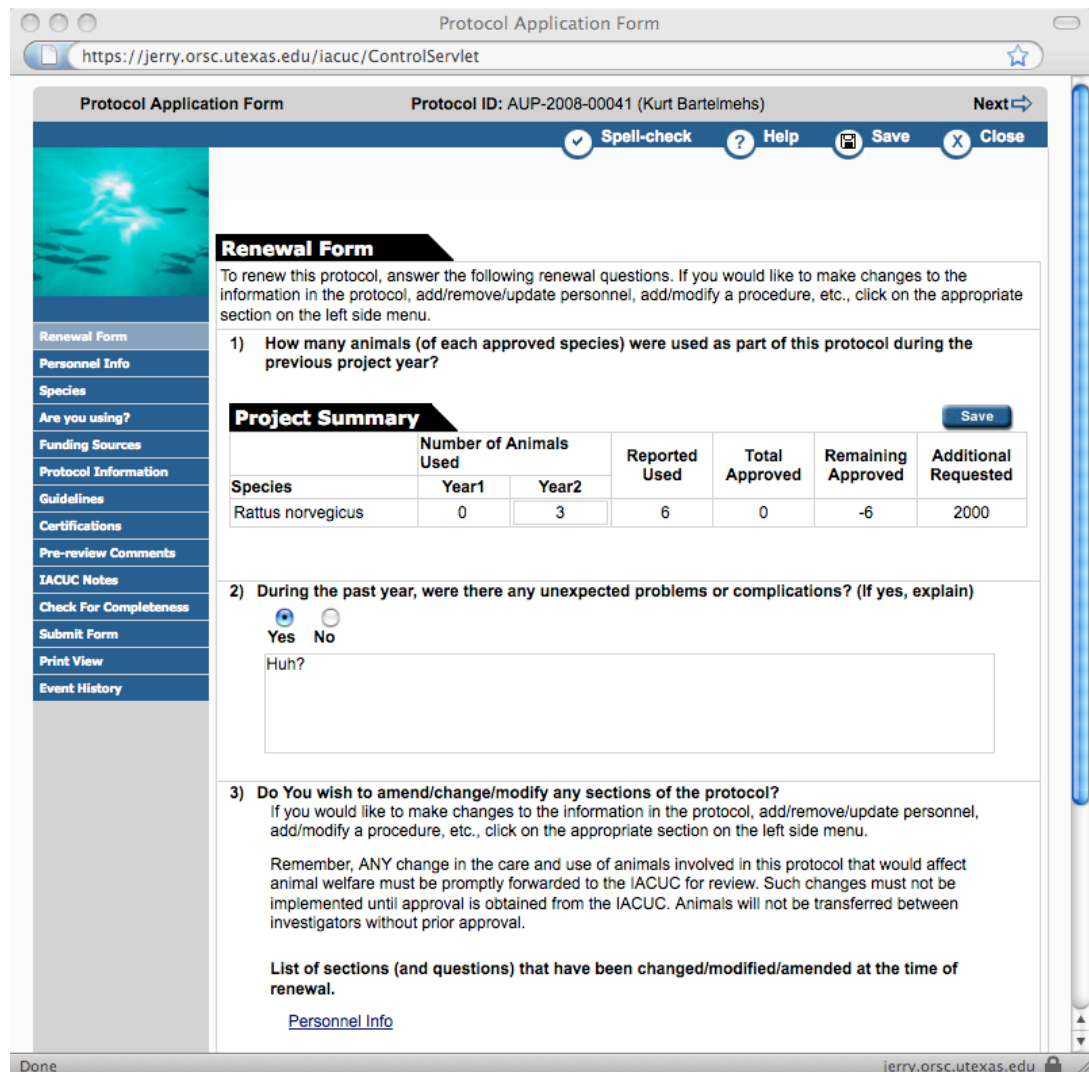
Protocol ID	Principal Investigator	Protocol Event	Status/Comments	Panel	Meeting Date
AUP-2008-00148	Brian Zavala	Yet To Submit	IN-PREPARATION		
AUP-2008-00120	Glen Otto	Recommended for Approval	IN-PROGRESS	UTA_IACUC	11/10/2008
AUP-2008-00135	David Crews	Comments Sent (Cycle 1)	IN-PROGRESS	UTA_IACUC	11/10/2008
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AUP-2008-00059	Monty Van Den Bossche	SUBMITTED	IN-PREPARATION	IACUC	12/15/2008
AUP-2008-00055	Kurt Bartelmehs	Resubmit the Protocol	RETURNED		
AUP-2008-00061	Monty Van Den Bossche	RESUBMITTED	RESUBMITTED	IACUC2	06/01/2008

Below the table are two sections: 'Protocols' with links for Submitted, Approved, Search, Archived, and Training; and 'Information Links' with links for AALAS Learning Library, IACUC Policies and Procedures Manual, and IACUC Website.

A new window will open that prompts you to select what you would like to do. Click on the radio button next to the words "Start Renewal" and then click  as shown below.



The protocol renewal application form is created. An example is shown below.

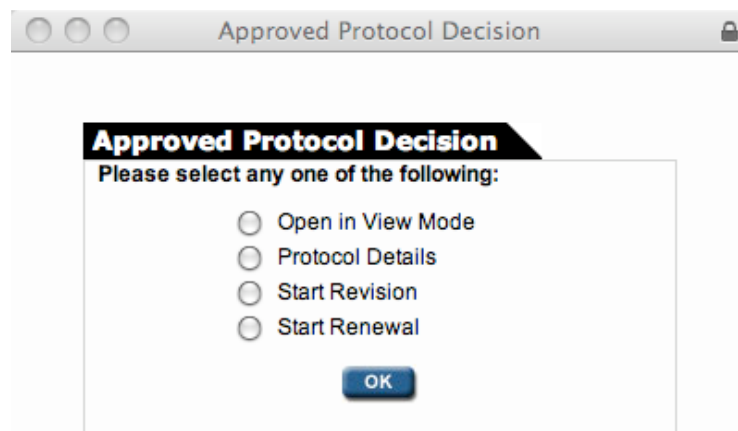


Revising Your Protocol

Before you begin a revision, you should consider the date that the current protocol approval will expire. Keep in mind that once a revision is submitted, you will not be able to start a renewal application until the revision has been reviewed and approved. If the expiration date of your protocol is near, you should start a **Renewal** application instead. As part of the renewal application, you may include any proposed changes to the protocol.

To start a Revision, follow these steps:

1. On your eProtocol HOME page (the page you see when you first log in), look at your **Approved Protocols** listing.
2. Click on the number of the protocol you wish to modify. A small window should open as shown below:



If the option to “Start Revision” is not available (you cannot click on it) then:

- You may not have EDIT access to this protocol. Select "Open in View mode" and click on the left-hand menu option "Personnel Info". Only those folks listed in the first four roles (PI, Co-PI, Admin Contact, or Other Submitter) have access to EDIT the protocol and start revisions.
- A revision or renewal may have already been started or is in-process for this protocol. Check on your HOME page in the **Protocol Events** section to see if the protocol is listed there.

3. Select “Start Revision” and click .

PLEASE NOTE: If a protocol revision application does not open when you click OK, then you have pop-up blocking software on in your browser. Even if you believe you have allowed pop-ups, there may be additional toolbars, etc. that are blocking your pop-ups. See instructions for allowing pop-ups in your browser.

4. Make the desired changes/additions to the protocol application form.
5. Submit the revision when ready by clicking the SUBMIT FORM option in the left-hand menu.