Responding to Requests in e-IACUC

1. The PI is notified by email about issues or questions posed by the veterinarian, the departmental endorser, the IACUC, or the IACUC staff.

2. The email notification gives specific instructions when further information is required.

From: IACUCinfo@osu.edu [mailto:IACUCinfo@osu.edu]
Sent: Thursday, June 03, 2010 12:52 PM
To: Your Name
Subject: e-IACUC: Further Information Required

Further Information Required

<table>
<thead>
<tr>
<th>PROTOCOL NUMBER</th>
<th>PROTOCOL TITLE</th>
<th>PI Name</th>
</tr>
</thead>
</table>

The Institutional Animal Care and Use Committee (IACUC) has reviewed the above referenced protocol and determined that further information is required.

To navigate to the protocol workspace and see the further information required, click on the link above. Once in the protocol workspace, click the "Edit Protocol" tool. You must provide a response to each "IACUC Request" note within the protocol before returning the protocol to the IACUC Office. When you have completed addressing all notes, select the "Submit Response" activity from the protocol workspace.

Message from IACUC staff:

There may be information on other requirements here.

For assistance contact:
Office of Responsible Research Practices
IACUCinfo@osu.edu
292-4494 or 292-0409

This is a link to the protocol workspace in the online system.

Read and follow these directions carefully. You may want to print out the email as a reference.
3. Click on protocol number in email and log in to e-Protocol.

4. You will be directed to the protocol workspace.

5. The system records when the submission was forwarded to the study team.

6. Note that the PI Response is Pending.
7. **Look in the History** for instructions about **institutional requirements**. These items will not be written anywhere else in the online protocol.

In this example, a Chemical Hygiene Plan is required.

8. **Follow the instructions in the history and email notification** to respond to any institutional requirements.

9. **Respond to concerns/questions listed in the protocol.**
   - These are called **Notes**.
   - Each note requires a separate PI response.
10. To read the notes:

- Click on Edit Protocol or Edit Amendment button on top left hand side of screen.
11. The protocol Identification Screen will open.

12. Look for the yellow note band at the top of the protocol identification screen.

13. The notes are not displayed, until you Click on the Arrow.

14. Check that the arrow is in the downward position, so all notes are visible.
15. With the arrow in the downward position, the first note will display. In the example shown above, there are 11 notes. Each requires a response.
16. Type in the green section to respond to each note.

Each request will be marked Response Required

“Click here to respond.”
17. Click “Next” in the yellow note band to move to the next note.

18. Respond to each note.

19. You will know you have reached the end when no more notes display when you click on “next”.
20. You can also check that you are on the end of the notes, by using the forward arrow.
21. If your protocol was originally created online (not submitted on paper), do not forget to revise each section of your protocol to reflect the issues you were asked to address.

22. Use the jump to feature to quickly navigate to protocol sections.
23. When responding to requests for further information about an amendment, be sure to revise your online amendment form to reflect the responses you made to all the notes.

24. Use the jump to tool to navigate through the online amendment form.
25. Click on Exit to return to the protocol workspace.

26. In the protocol workspace, click on Submit Changes or Submit Responses.