

Creating a Process Review for an Approved Protocol

ERMS - IACUC Job Aid

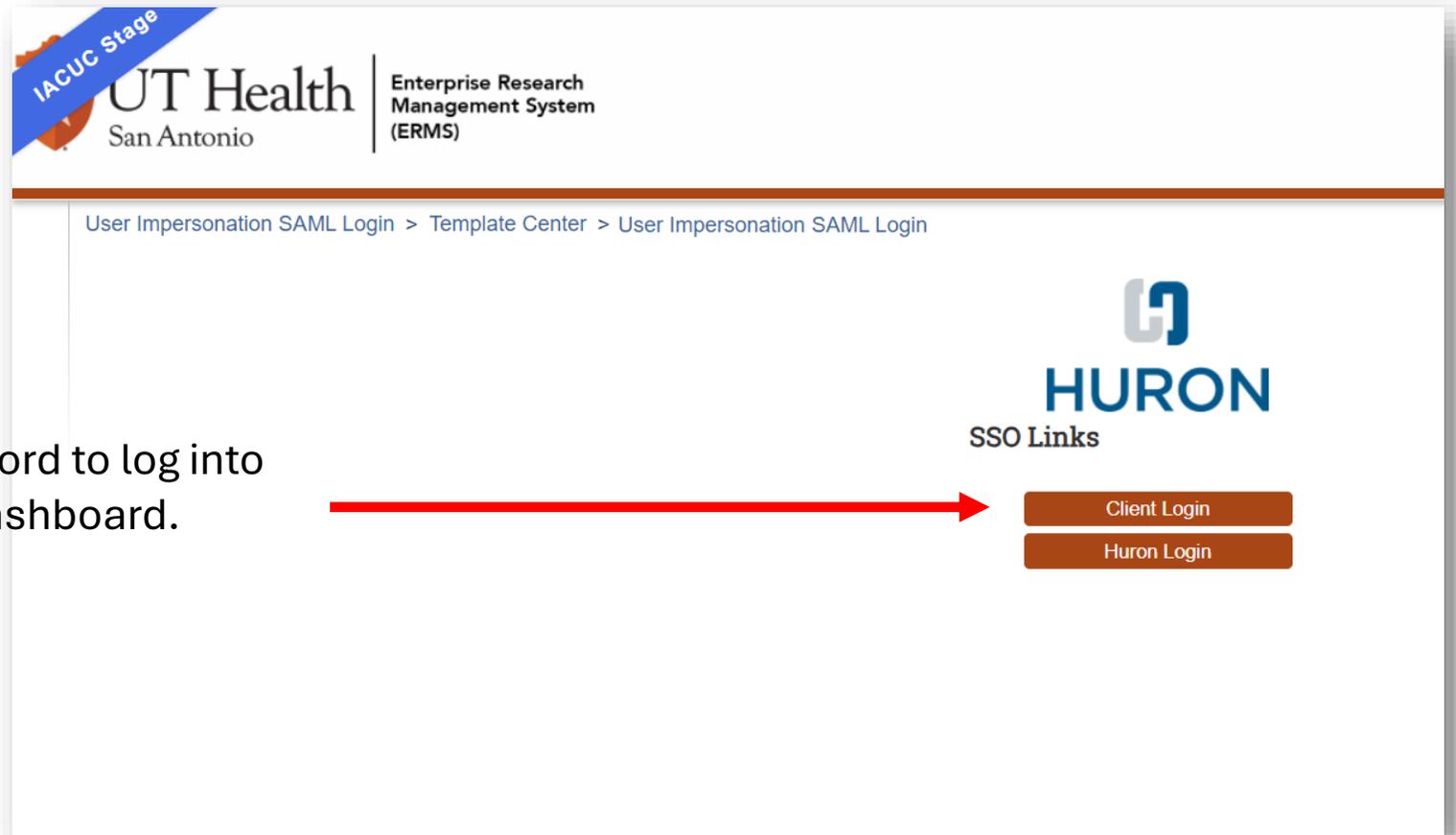


UT Health
San Antonio

Enterprise Research
Management System
(ERMS)

Log in to your ERMS Research account.

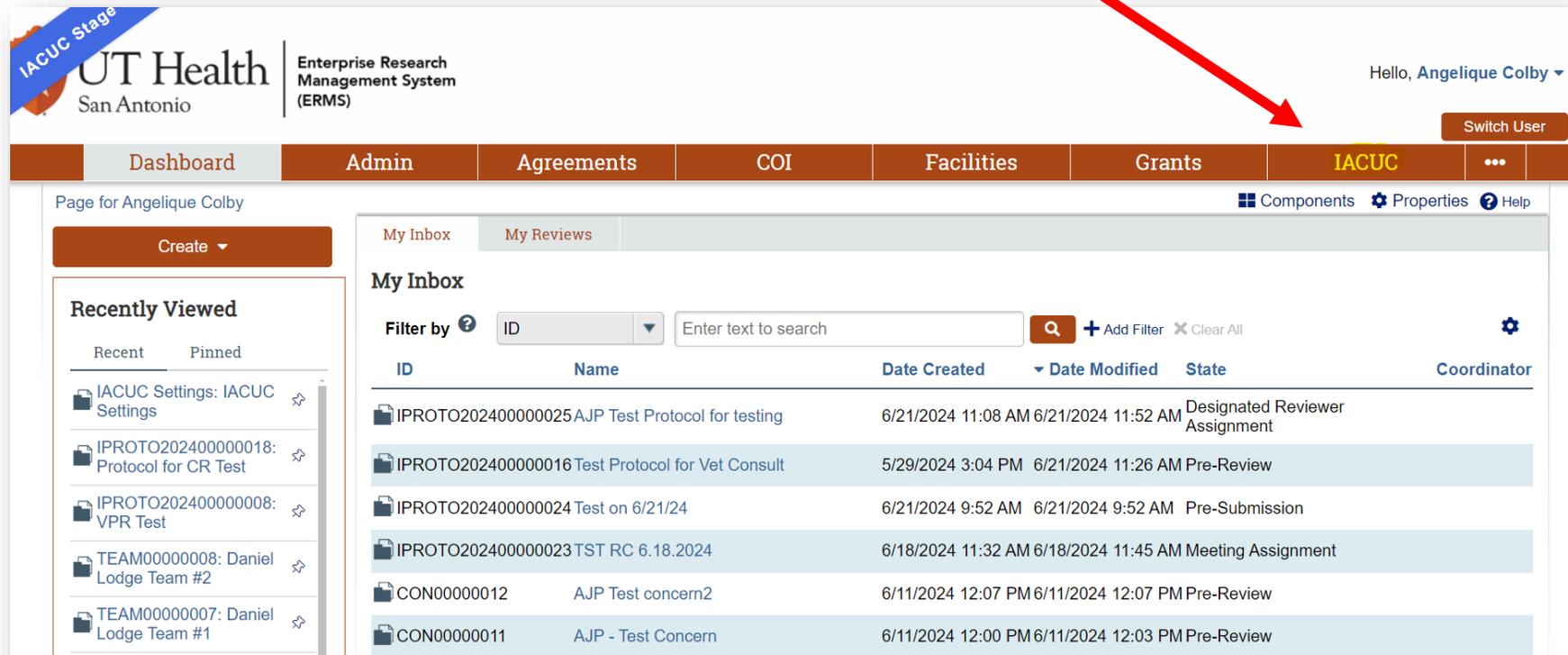
Log in here: <https://hrspuhsastage4.huronclick.com/IACUC/>



Use your uthscsa.edu log in and password to log into ERMS. This will take you to your Dashboard.

Your ERMS Dashboard:

To see all ERMS-IACUC items, click on the IACUC tab.



The screenshot shows the ERMS dashboard interface. At the top left, there is a blue banner with 'IACUC Stage' and the UT Health San Antonio logo. The main header includes 'Enterprise Research Management System (ERMS)' and a user greeting 'Hello, Angelique Colby' with a 'Switch User' button. The navigation bar contains several tabs: Dashboard, Admin, Agreements, COI, Facilities, Grants, and IACUC (which is highlighted in yellow). Below the navigation bar, the main content area is titled 'Page for Angelique Colby' and includes a 'Create' button. On the left, there is a 'Recently Viewed' section with a list of items. The main area displays a 'My Inbox' table with columns for ID, Name, Date Created, Date Modified, State, and Coordinator. A search bar and filter options are located above the table.

ID	Name	Date Created	Date Modified	State	Coordinator
IPROTO202400000025	AJP Test Protocol for testing	6/21/2024 11:08 AM	6/21/2024 11:52 AM	Designated Reviewer Assignment	
IPROTO202400000016	Test Protocol for Vet Consult	5/29/2024 3:04 PM	6/21/2024 11:26 AM	Pre-Review	
IPROTO202400000024	Test on 6/21/24	6/21/2024 9:52 AM	6/21/2024 9:52 AM	Pre-Submission	
IPROTO202400000023	TST RC 6.18.2024	6/18/2024 11:32 AM	6/18/2024 11:45 AM	Meeting Assignment	
CON00000012	AJP Test concern2	6/11/2024 12:07 PM	6/11/2024 12:07 PM	Pre-Review	
CON00000011	AJP - Test Concern	6/11/2024 12:00 PM	6/11/2024 12:03 PM	Pre-Review	

To create an amendment for an approved protocol, click on the “Active” tab on your IACUC Dashboard.

The screenshot displays the IACUC Dashboard interface. At the top, the UT Health San Antonio logo and 'Enterprise Research Management System (ERMS)' are visible. The user is logged in as 'Hello, Angelique Colby'. The main navigation bar includes 'Dashboard', 'Admin', 'Agreements', 'COI', 'Facilities', 'Grants', and 'IACUC'. The 'IACUC' tab is highlighted with a red box. Below this, a secondary navigation bar shows 'Submissions', 'Standard Library', 'Concerns', 'Inspections', 'Meetings', 'Reports', and 'Training'. The 'Submissions' section is active, showing a breadcrumb 'Root > IACUC > Submissions' and a search bar. On the left, there are buttons for 'Create Concern', 'Create Research Team', and 'Create Protocol'. The main content area features a tabbed interface with 'Research Teams', 'In-Review', 'Active', 'Archived', and 'All Submissions'. The 'Active' tab is highlighted with a red box. Below the tabs is a filter section with a dropdown menu set to 'Name', a search input field, and buttons for '+ Add Filter' and 'X Clear All'. A table of active submissions is displayed below, with columns for 'Name' and 'Investigator'.

Name	Investigator
AJP Test team	Rodolfo Trevino
ARC team 1	Kimberly Summers
ARC team 1	Kimberly Summers
Come to the Bark Side	Belinda Yauger
Daniel Lodge Team #1	Daniel Lodge
Daniel Lodge Team #2	Daniel Lodge

When a protocol is ready for triennial progress report, you need to create an amendment for an approved protocol.
Click on the “Active” tab on your IACUC Dashboard.
Select your protocol.

The screenshot shows the IACUC Dashboard interface. At the top left is the UT Health San Antonio logo and the text 'Enterprise Research Management System (ERMS)'. The user is logged in as 'Prajjal Singha'. The navigation menu includes 'Dashboard', 'Admin', 'Agreements', 'COI', 'Facilities', 'Grants', and 'IACUC'. Under 'IACUC', there are sub-tabs for 'Submissions', 'Standard Library', 'Concerns', 'Inspections', 'Meetings', 'Reports', and 'Training'. The 'Submissions' page is active, showing a list of submissions. The 'Active' tab is highlighted with a red box. A red arrow points to the second row of the table, 'Protocol for CR Test'. The table has columns for ID, Name, Date Modified, State, Submission Type, PI First Name, and PI Last Name. There are also buttons for 'Create Concern', 'Create Research Team', and 'Create Protocol' on the left side.

UT Health San Antonio Enterprise Research Management System (ERMS)

Hello, Prajjal Singha

Switch User

Dashboard Admin Agreements COI Facilities Grants IACUC

Submissions Standard Library Concerns Inspections Meetings Reports Training

Root > IACUC > Submissions

Components Properties Permissions

Submissions

Search

Create Concern

Create Research Team

Create Protocol

Research Teams In-Review **Active** Archived All Submissions

Filter by ID Enter text to search Add Filter Clear All

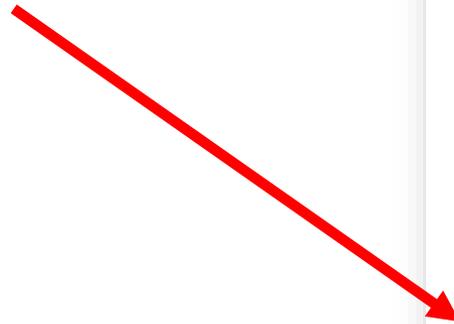
ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name
IPROTO202400000030	test	6/26/2024 2:00 PM	Approved	New Protocol Application	David	Morilak
IPROT0202400000010	Protocol for CR Test	6/7/2024 10:16 AM	Approved	New Protocol Application	Rodolfo	Trevino
IPROTO202400000012	TR Test for Amend Test [AMENDED]	6/7/2024 10:06 AM	Lapsed	New Protocol Application	Rodolfo	Trevino
IPROTO202400000014	Bug Test1	5/14/2024 2:34 PM	Approved	New Protocol Application	Rodolfo	Trevino
IPROTO202400000002	Test VPR-MMM 1	4/29/2024 3:01 PM	Approved	New Protocol Application	Michelle	Montoya-Mendoza

5 items

page 1 of 1

25 / page

Click “Create Triennial Review”



IACUC Stage

UT Health San Antonio | Enterprise Research Management System (ERMS)

Dashboard Admin Agreements

Submissions Standard Library Concerns Inspections Meetings Reports

Root > IACUC > Test > Protocol for CR Test

Approved IPROTO202400000018

Protocol for CR Test

Principal investigator: Rodolfo Trevino
Submission type: New Protocol Application
Primary contact:
IACUC coordinator:
Consulted vet:
Admin office: IACUC
PI proxies:
There are no items to display

Next Steps

- View Protocol
- Printer Version
- Create Continuing Review
- Create Triennial Review**
- Create Amendment

Suspend
Close Protocol (Admin)
Send Letter
Prepare Letter
Edit Approval Period
Assign Coordinator
Update CR Requirement
Manage Departures
Update Animal Use Count
Add Comment

Pre-Submission → Pre-Review → IACUC Review → ...
Clarification Requested

History Experiments Animal Counts Documents Reviews

Filter by Activity [Enter text to search]

Activity

- Opened Continuing Review
Continuing Review: IACCR202400000003
- Letter Sent
Protocol for CR Test

Follow the instructions provided in the highlighted box.
Click Continue to begin.

UT Health San Antonio | Enterprise Research Management System (ERMS) | Hello, Prajwal Singha

Creating New: IACUC Submission

Triennial Review Introduction

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

Active follow-on submissions for this protocol:

ID	Name	Date Modified	State
IACCR202400000003	Continuing Review for IPROTO202400000018	6/7/2024 10:17 AM	Pre-Submission

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.

If the protocol contains outdated procedures or team procedures which have been promoted to standard procedures, those procedures must be replaced before the triennial review can be submitted.

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.

Exit Save Continue

Fill in each required field, designated with an * asterisk.

UT Health San Antonio | Enterprise Research Management System (ERMS) | Hello, Prajpal Singha

Editing: TR202400000003

Triennial Review Summary

- * Progress made over the past 3 years:**
- * Summary of changes to the project for the next 3 years:**
- Describe any unanticipated results involving animal health:**

Click Save.
Then, click Continue.

Exit Save Continue

Update each field as needed on each page.
Click Save & Continue after each section.

The screenshot shows the 'Basic Information' section of the ERMS form. The form contains the following fields:

- 1. * Select research team: (Dropdown menu with 'Morilak Lab' selected)
- 2. * Title of protocol: (Text area containing 'test')
- 3. * Short title: (Text input field containing 'test')
- 4. * Summary of research: (Text area containing 'test')
- 5. * Principal investigator: (Dropdown menu with 'David Morilak' selected)
- 6. * What is the intention of the animal protocol?: (Radio button for 'Breeding Only')

Red arrows point to the asterisked fields 2, 4, and 5, and to the 'Continue' button at the bottom right. A central text overlay reads: *Fill in each required field, designated with an *asterisk.*

You are ready to Submit the Progress Report.
Click the Submit Button on left side of the screen.

The screenshot displays the ERMS interface for a triennial review. The top navigation bar includes 'Dashboard', 'Admin', 'Agreements', 'COI', 'Facilities', 'Grants', and 'IACUC'. The left sidebar contains a 'Next Steps' section with buttons for 'Edit Triennial Review', 'Printer Version', and 'Submit' (highlighted with a red box and arrow). Below this are options for 'Assign Coordinator', 'Manage Ancillary Reviews', 'Manage Departures', 'Add Comment', 'Add Private Comment', and 'Manage Tags'. The main content area shows the review details for 'Triennial Review for IPROTO202400000030', including the principal investigator (David Morlak), submission type (Triennial Review), and a flowchart of the review process. The flowchart starts with 'Pre-Submission', leading to 'Pre-Review' and 'IACUC Review', which both have 'Clarification Requested' feedback loops. 'IACUC Review' leads to 'Post-Review', which has a 'Modifications Required' feedback loop. The process concludes with 'Review Complete'. Below the flowchart is a 'History' table with columns for Activity, Author, and Activity Date.

Activity	Author	Activity Date
Minor Version Increment	Singha, Prajajal	6/27/2024 3:29 PM
Triennial Review Created	Singha, Prajajal	6/27/2024 3:29 PM

Now you are ready to Submit the Amendment—Click the Submit Button.

The screenshot displays the IACUC submission interface for an amendment. The top navigation bar includes 'Dashboard', 'Admin', 'Agreements', 'COI', 'Facilities', 'Grants', and 'IACUC'. The main content area shows the amendment details for 'Amendment for IPROTO202400000012' in the 'Pre-Submission' stage. A red box highlights the 'Submit' button in the 'Next Steps' section, with a red arrow pointing to it. The interface also features a workflow diagram, a sidebar with management tools, and an activity log table.

Pre-Submission IAMEND202400000005
Amendment for IPROTO202400000012

Next Steps

- Edit Amendment
- Printer Version
- Submit**
- Assign Coordinator
- Manage Ancillary Reviews
- Manage Departures
- Add Comment
- Add Private Comment
- Manage Tags

Principal investigator: Rodolfo Trevino
Submission type: Amendment
Primary contact:
Consulted vet:
PI proxies:
There are no items to display

Letter:
Protocol type: Experimental Research
IACUC coordinator:
Admin office: IACUC
Grace period: -

Workflow Diagram:

```
graph LR; A[Pre-Submission] --> B[Pre-Review]; B --> C[IACUC Review]; C --> D[Post-Review]; D --> E[Review Complete]; B --> B1[Clarification Requested]; C --> C1[Clarification Requested]; D --> D1[Modifications Required]; B1 --> B; C1 --> C; D1 --> D;
```

Activity Log:

Activity	Author	Activity Date
Minor Version Increment	Colby, Angeliqe	6/25/2024 10:48 AM
Amendment Created	Colby, Angeliqe	6/25/2024 10:48 AM

The PI or Proxy must fill out the Comments box with the justification for the Progress Report.
Upload additional supporting documents as needed.

The screenshot displays the ERMS interface for a triennial review submission. The main content area shows the submission details for IPROTO202400000030, including the principal investigator (David Morliak) and a workflow diagram. The workflow diagram consists of the following steps: Pre-Submission, Pre-Review, IACUC Review, Post-Review, and Review Complete. There are feedback loops from Pre-Review to Clarification Requested, from IACUC Review to Clarification Requested, and from Post-Review to Modifications Required, which then feeds back into Pre-Review. A 'Submit' dialog box is open on the right, containing a certification statement and two sections: '1. Comments:' with a text input field, and '2. Supporting documents:' with an 'Add' button and a table header for 'Document Name' and 'Date Modified'. Red arrows point to the 'Comments' text area, the 'Supporting documents' section, and the 'OK' button at the bottom right of the dialog.

Once the progress report is submitted, it will move on the workflow and highlight as Pre-Review.

If you click Printer Version for
Triennial Review,
you will see the Table of Contents.

Now, you can scroll through what
changes were made and what the
review and changes look like.

The screenshot displays the Enterprise Research Management System (ERMS) interface. At the top left is the UT Health San Antonio logo. To its right, the text reads "Enterprise Research Management System (ERMS)". Below the logo, the date and time "Date: Thursday, June 27, 2024 5:26:45 PM" are shown, along with "Print" and "Close" buttons. The main content area is titled "Table of Contents" and lists two sections: "Triennial Review for IPROTO202400000030" and "test". Each section has a "Packet Name: Submission Details" and a list of sub-items. The first section includes: Triennial Review Introduction, Triennial Review Summary, Triennial Review Details, and Procedures and Substances Appendix. The second section includes: Basic Information, Experimental Research Protocol Addition, Protocol Team Members, Funding Sources, Scientific Aims, Experiments, Create and Edit, Procedure Personnel Assignment, Strains, Animal Justification, Alternatives Searches and Duplication, Housing and Use, Disposition, Supporting Documents, and Procedures and Substances Appendix. At the bottom of the screenshot, a breadcrumb trail shows "Triennial Review for IPROTO202400000030" and "Triennial Review Introduction". Below this is the heading "Triennial Review Introduction" followed by the text: "No other follow-on submissions may be active during a triennial review." A section titled "Active follow-on submissions for this protocol:" contains a table with columns "ID", "Name", "Date Modified", and "State". The table is empty, with the text "There are no items to display" below it. A paragraph explains that a triennial review is a complete (de novo) review of the protocol by the IACUC required every three years. A final paragraph states that if the protocol contains outdated procedures or team procedures which have been promoted to standard procedures, those procedures must be replaced before the triennial review can be submitted.

If you click Printer Version for Amendment, you will see the Table of Contents.

Now, you can scroll through what changes were made and what the review and changes look like.



The screenshot displays the Enterprise Research Management System (ERMS) interface. At the top left is the UT Health San Antonio logo. To its right, the text reads "Enterprise Research Management System (ERMS)". Below the header, the date and time are shown as "Date: Tuesday, June 25, 2024 11:00:45 AM". On the right side of this bar are two buttons: "Print" and "Close". The main content area is titled "Table of Contents" and lists the following items:

- Amendment for IPROTO202400000012
 - Packet Name: Submission Details**
 - Amendment Summary
 - Amendment Details
 - Procedures and Substances Appendix
- TR Test for Amend Test [AMENDED]
 - Packet Name: Submission Details**
 - Basic Information
 - Experimental Research Protocol Addition
 - Protocol Team Members
 - Funding Sources
 - Scientific Aims
 - Experiments
 - Create and Edit (Experiment #1)
 - Create and Edit (Experiment #2)
 - Create and Edit (AMEND EXPERIMENT)
 - Procedure Personnel Assignment
 - Strains
 - Animal Justification
 - Alternatives Searches and Duplication
 - Housing and Use
 - Disposition
 - Supporting Documents
 - Procedures and Substances Appendix

Now the Progress Report will show up under the “In-Review” tab.
The state can be found (Pre-review, Vet Review, Review Assignment).

The screenshot shows the ERMS interface with the following elements:

- Header:** UT Health San Antonio logo, Enterprise Research Management System (ERMS), and user profile (Hello, Prajial Singha).
- Navigation:** Dashboard, Admin, Agreements, COI, Facilities, Grants, IACUC (highlighted with a red arrow).
- Submissions Page:** Submissions, Standard Library, Concerns, Inspections, Meetings, Reports, Training.
- Filters:** Research Teams, In-Review (highlighted with a red arrow), Active, Archived, All Submissions.
- Table:** A table with columns: ID, Name, Date Modified, State (highlighted with a red arrow), Submission Type, PI First Name, PI Last Name. The first row is highlighted with a red arrow pointing to the 'Name' column.
- Footer:** 8 items, page 1 of 1, 25 / page.

ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name
TR202400000003	Triennial Review for IPROTO202400000030	6/27/2024 5:25 PM	Pre-Review	Triennial Review	David	Morilak
IAMEND202400000005	Amendment for IPROTO202400000012	6/27/2024 1:52 PM	Grace Period	Amendment	Rodolfo	Trevino
IPROTO202400000026	test	6/21/2024 3:40 PM	Grace Period	New Protocol Application	Kimberly	Summers
IPROTO202400000025	AJP Test Protocol for testing	6/21/2024 11:52 AM	Designated Reviewer Assignment	New Protocol Application	Rodolfo	Trevino
IPROTO202400000016	Test Protocol for Vet Consult	6/21/2024 11:26 AM	Pre-Review	New Protocol Application	Rodolfo	Trevino
IPROTO202400000023	TST RC 6.18.2024	6/18/2024 11:45 AM	Meeting Assignment	New Protocol Application	Rodolfo	Trevino
IAMEND202400000003	Amendment for IPROTO202400000014	5/14/2024 2:35 PM	Pre-Review	Amendment	Rodolfo	Trevino
IPROTO202400000007	Wonder Research	5/13/2024 2:29 PM	Pre-Review	New Protocol Application	Daniel	Lodge

For general ERMS-IACUC questions, please contact ermshelp@uthscsa.edu.



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