

Overview & Dashboard

ERMS - IACUC Job Aid



UT Health
San Antonio

Enterprise Research
Management System
(ERMS)

ERMS Overview Dashboard

The main Dashboard allows you to access all your ERMS projects.

The screenshot shows the ERMS Overview Dashboard for Kelly Rakowitz. The top navigation bar includes tabs for Dashboard, Agreements, COI, Facilities, Grants, IACUC, and IRB. The 'My Inbox' tab is selected and highlighted with a purple box. Below the navigation bar, there is a 'Create' button and a 'My Reviews' tab. The main content area is divided into two sections: 'Recently Viewed' on the left and 'My Inbox' on the right. The 'Recently Viewed' section shows a list of items, with the first item 'DP00005566: Disclosure Profile for Kelly Rakowitz' pinned. The 'My Inbox' section features a search bar, a filter dropdown set to 'ID', and a table of items. The table has columns for Name, Date Created, Date Modified, State, and Coordinator. A single item is listed: 'DP00005566: Disclosure Profile for Kelly Rakowitz' with a date of 1/2/2024 8:09 AM. Below the table, it shows '1 items' and pagination controls for page 1 of 1, with 25 items per page. Two purple arrows point from the explanatory text boxes to the 'My Inbox' section.

You can “pin” frequently viewed items and view the most recently accessed items.

“My Inbox” will include all items that require your attention and where they are in the workflow. You can filter items to search or search by the column headers to find what you need.

ERMS-IACUC Dashboard Overview

Click IAUCU tab for main study space to locate protocols.

Switch User

Dashboard | Agreements | COI | Facilities | Grants | **IACUC** | IRB

Submissions | Standard Library | Concerns | Meetings | Reports | Help Center

Sub-navigators to access other IACUC pages.

Submissions

Submissions in any state.

- Create Concern
- Create Research Team
- Create Protocol

Create options based on your permissions.

In-Review | Active | Archived | All Submissions

Filter by ID [Enter text to search] + Add Filter X Clear All

ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name
IPROTO202400000023	TST RC 6.18.2024	6/18/2024 11:45 AM	Meeting Assignment	New Protocol Application	Rodolfo	Trevino
IPROTO202400000016	Test Protocol for Vet Consult	5/29/2024 3:06 PM	Vet Consult	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

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My Inbox | **My Reviews**

My Reviews, a subset of your Inbox, will show all items needing your review and action.

Filter by ID [Enter text to search] + Add Filter X Clear All

ID	Name	Date Created	Date Modified
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ERMS-IACUC Dashboard Overview

The screenshot displays the ERMS-IACUC Dashboard. The top navigation bar includes 'Dashboard', 'Agreements', 'COI', 'Facilities', 'Grants', 'IACUC', and 'IRB'. The 'IACUC' tab is active. Below the navigation bar, there are sub-tabs for 'Submissions', 'Standard Library', 'Concerns', 'Meetings', 'Reports', and 'Help Center'. The 'Submissions' section is highlighted, showing a search bar and a filter menu. The filter menu has 'In-Review' selected. Below the filter menu is a table of submissions with columns: ID, Name, Date Modified, State, Submission Type, PI First Name, and PI Last Name. The table contains four items. A purple box highlights the 'In-Review' filter and the table. A purple arrow points from a text box to the 'In-Review' filter. Another purple box highlights the table content, with a text box pointing to it.

UT Health San Antonio Enterprise Research Management System (ERMS) Hello, Kelly Rakowitz [Switch User](#)

Dashboard Agreements COI Facilities Grants IACUC IRB

Submissions Standard Library Concerns Meetings Reports Help Center

... > IACUC > Submissions

Submissions

Create Concern In-Review Pending Archived All Submissions

Create Research Team Filter by ID Enter text to search + Add Filter Clear All

Create Protocol

ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name
IPROTO20240000023	TST RC 6 18 2024	6/18/2024 11:45 AM	Meeting Assignment	New Protocol Application	Rodolfo	Trevino
IPROTO20240000016	Test Protocol for Vet Consult	5/29/2024 3:06 PM	Vet Consult	New Protocol Application	Rodolfo	Trevino
IAMEND20240000003	Amendment for IPROTO20240000014	5/14/2024 2:35 PM	Pre-Review	Amendment	Rodolfo	Trevino
IPROTO20240000007	Wonder Research	5/13/2024 2:29 PM	Pre-Review	New Protocol Application	Daniel	Lodge

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All submissions going through IACUC Process without final approval.

All reviews currently in IACUC review process.

ERMS-IACUC Dashboard Overview

In-Review **Active** Archived All Submissions

Enter text to search + Add Filter

Approved submissions are "Active".

Submissions that have been approved and being tracked by the IACUC.

ID	Name	Date Modified	State	Submission
IPROTO20240000018	Protocol for CR Test	6/7/2024 10:16 AM	Approved	New
IPROTO20240000012	TR Test for Amend Test [AMENDED]	6/7/2024 10:06 AM	Lapsed	New
IPROTO20240000014	Bug Test1	5/14/2024 2:34 PM	Approved	New
IPROTO20240000002	Test VPR-MMM 1	4/29/2024 3:01 PM	Approved	New

4 items page 1 of 1

In-Review Active **Archived** All Submissions

Filter by ID + Add Filter

ID	Name	Date Modified	State
IPROTO20240000008	VPR Test	6/4/2024 2:22 PM	Closed
IAMEND20240000004	Amendment #2 for IPROTO20240000012	5/28/2024 3:07 PM	Discarded
IPROTO20240000010	Gumichan	5/13/2024 1:50 PM	Closed

3 items page 1 of 1

ARCHIVED: Submissions that are no longer being tracked by the IACUC.

ERMS-IACUC Dashboard Overview

You will only see IACUC Submissions only for those you are either the Principal Investigator or a Protocol Team Member.

Search

In-Review Active Archived **All Submissions**

Filter by Enter text to search + Add Filter X Clear All

ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name
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
IPROTO202400000003	AJP Test Protocol	6/21/2024 11:09 AM	Pre-Submission	New Protocol Application	Rodolfo	Trevino
IPROTO202400000024	Test on 6/21/24	6/21/2024 9:52 AM	Pre-Submission	New Protocol Application	Daniel	Lodge
IPROTO202400000021	Lodge Protocol - Breeding	6/18/2024 1:55 PM	Pre-Submission	New Protocol Application	Rodolfo	Trevino
IPROTO202400000023	TST RC 6.18.2024	6/18/2024 11:45 AM	Meeting Assignment	New Protocol Application	Rodolfo	Trevino

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



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