

Reviewing Protocol Workflow

ERMS - IACUC Job Aid



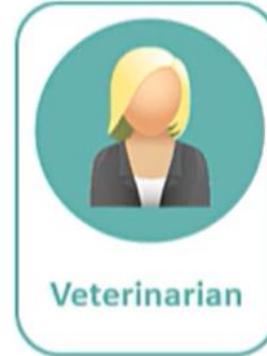
UT Health
San Antonio

Enterprise Research
Management System
(ERMS)

Review Protocol Workflow

Reviewing workflow is similar for many types of users.

From your Dashboard, go to My Reviews and open the Protocol.



Facilities IACUC

My Info My Reviews

My Reviews

Filter by ID

+ Add Filter Clear All

ID	Name	Date Created	Date Modified	State	Coordinator
IPROTO202100000008	Steroid Treatment for Glioblastoma	1/29/2021 11:21 AM	1/29/2021 3:38 PM	Vet Consult	

1 items / page

Review Protocol Workflow

Reviewer experience may vary slightly with tools available to the reviewer.

The screenshot shows the IACUC review workflow interface for an Ancillary Reviewer. The navigation menu includes Dashboard, Facilities, and IACUC. The IACUC sub-menu contains Submissions, Standard Library, Concerns, Meetings, and Reports. The breadcrumb trail is "... > IACUC > ... > Honey for Treating Burns". The main content area displays the protocol ID "IPROTO20200000010" and the title "Honey for Treating Burns". The principal investigator is Rebecca S. The submission type is "New Protocol Application". The primary contact is Jim Markosi. The IACUC coordinator is Jim Markosi (iacucc). The consulted vet is Ashley Vardy (vet2). The admin office is IACUC. The PI proxies are listed as "There are no items to display". The workflow diagram at the bottom shows three stages: Pre-Submission, Pre-Review (highlighted in orange), and IACUC Review. A red box highlights the "View Protocol" button in the "Next Steps" section, with a red arrow pointing to it from the "Ancillary Reviewer" profile card.

The screenshot shows the IACUC review workflow interface for an IACUC Coordinator. The navigation menu includes Dashboard, Facilities, and IACUC. The IACUC sub-menu contains Submissions, Standard Library, and Concerns. The breadcrumb trail is "... > IACUC > Freer Team > Honey for Treating Burns". The main content area displays the protocol ID "IPROTO20200000010" and the title "Honey for Treating Burns". The principal investigator is Rebecca S. The submission type is "New Protocol Application". The primary contact is Jim Markosi. The IACUC coordinator is Jim Markosi (iacucc). The consulted vet is Ashley Vardy (vet2). The admin office is IACUC. The PI proxies are listed as "There are no items to display". The workflow diagram at the bottom shows three stages: Pre-Submission, Pre-Review (highlighted in orange), and IACUC Review. A red box highlights the "Edit Protocol" button in the "Next Steps" section, with a red arrow pointing to it from the "IACUC Coordinator" profile card.

Review Protocol Workflow

You will also receive an email with a link directly to the protocol space.

The screenshot shows a web interface for IACUC protocol review. The navigation bar includes 'Dashboard', 'Facilities', 'IACUC', 'Submissions', 'Standard Library', 'Concerns', 'Inspections', 'Meetings', 'Reports', and 'Help Center'. The breadcrumb trail is '... > IACUC > ... > Steriod Treatment for Glioblastoma'. A purple box labeled 'Select Review Protocol.' has an arrow pointing to the 'Review Protocol' button in the 'Next Steps' section, which is highlighted with a red and blue border. The main content area displays the protocol ID 'IPROTO202100000008' and the title 'Steriod Treatment for Glioblastoma'. It lists details for the principal investigator (Rebecca Simms), submission type (New Protocol Application), primary contact, IACUC coordinator, consulted vet (Tiana Racliffe), admin office (IACUC), and PI proxies (none). A 'Letter:' section lists dates for approval, latest approval, effective date, and annual/triennial review periods. A flowchart at the bottom illustrates the review process: Pre-Submission leads to Pre-Review (highlighted in orange), which can lead to IACUC Review or Clarification Requested. IACUC Review can lead to Post-Review or Clarification Requested. Post-Review can lead to Review Complete or Modifications Required. Clarification Requested and Modifications Required both loop back to their respective preceding stages.

Dashboard Facilities IACUC Submissions Standard Library Concerns Inspections Meetings Reports Help Center

... > IACUC > ... > Steriod Treatment for Glioblastoma Help

Vet Consult

Next Steps

- Review Protocol
- Printer Version

→ Submit Vet Consult

↶ Request Clarification by Vet

💬 Add Comment

💬 Add Private Comment

IPROTO202100000008

Steriod Treatment for Glioblastoma

Principal investigator: Rebecca Simms (pi)
Submission type: New Protocol Application
Primary contact:
IACUC coordinator:
Consulted vet: Tiana Racliffe (vet)
Admin office: IACUC
PI proxies: There are no items to display

Letter:
Protocol type: Experimental Research
Approval date:
Latest approval date:
Effective date:
Last day of annual review period:
Last day of triennial approval period:

Pre-Submission → Pre-Review → IACUC Review → Post-Review → Review Complete

Clarification Requested (from Pre-Review, IACUC Review) → Pre-Review / IACUC Review

Modifications Required (from Post-Review) → Post-Review

(IACUC - PROTOCOL - In-Review)

Review Protocol Workflow

Reviewing: IPROTO202100000008

Go to forms menu Print

Add a reviewer note by clicking the comment icon on the right side of the screen.

Basic Information



1. * Select research team:

Reviewing: IPROTO202100000008

Go to

Basic Information

1. * Select research team:

Simms Lab

2. * Title of protocol:

Compare different steroids for the treatment of Glioblastoma

3. * Short title: ?

Steroid Treatments for Glioblastoma

4. * Summary of research:

Compare different steroids for the treatment of Glioblastoma

5. * Principal investigator:

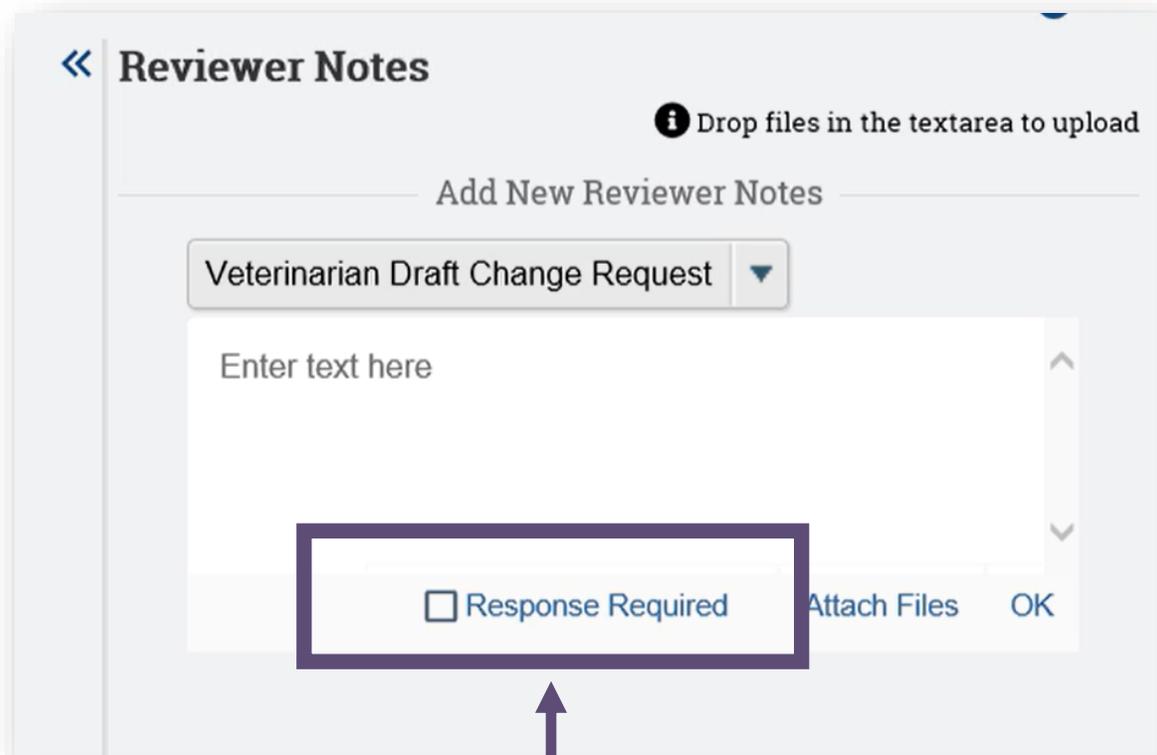
Rebecca Simms (pi)

6. * What is the intention of the animal protocol? :

Experimental Research

Add comments for the whole section or individual questions.

Review Protocol Workflow



<< Reviewer Notes

i Drop files in the textarea to upload

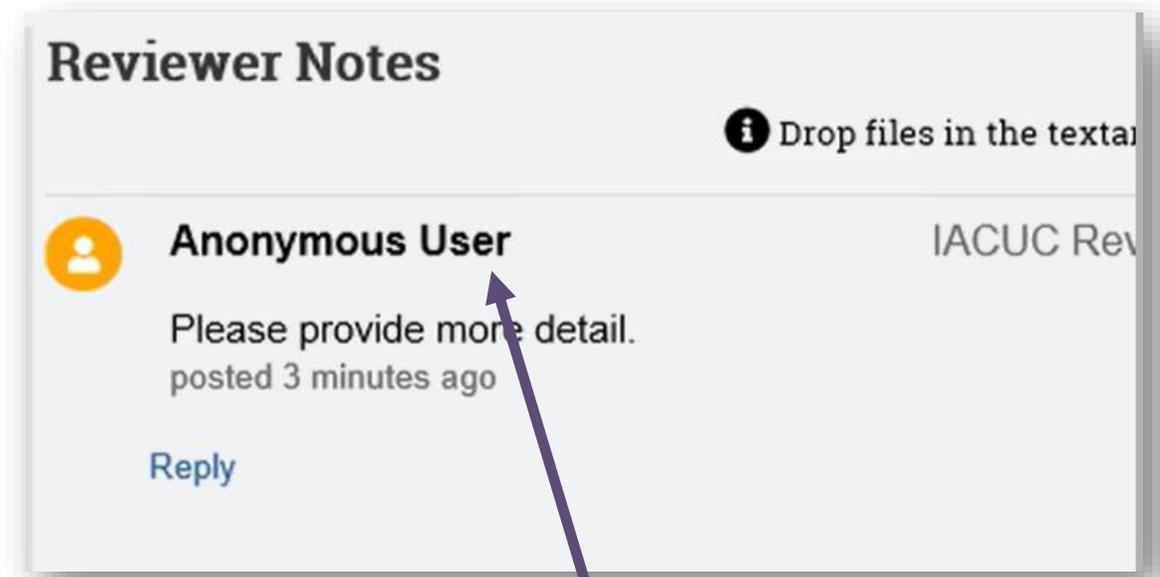
Add New Reviewer Notes

Veterinarian Draft Change Request ▾

Enter text here

Response Required Attach Files OK

You can mark the note as Response Required.
Click OK.



Reviewer Notes

i Drop files in the texta

Anonymous User IACUC Rev

Please provide more detail.
posted 3 minutes ago

Reply

Created Reviewer notes during committee and designated reviews will remain anonymous.

Review Protocol Workflow

Close

<< Reviewer Notes

Drop files in the textarea to upload

Add New Reviewer Notes

Veterinarian Draft Change Request

Enter text here

Response Required Attach Files OK

TR Tiana Racliffe (vet) **Response Required**
Veterinarian Draft Change Request
Need more detail.
posted a few seconds ago Edit • Delete
Resolve this thread

Click Close and continue reviewing.

Mark sections as completed to keep track of the review progress.

Supporting Documents ?

1. Attach supporting files:

Document Name	Date Modified
There are no items to display	

Above section has been reviewed:

Exit

This option is only available to those who see the “Review Protocol” button on the workspace.

Click Exit when reviewing complete.

Review Protocol Workflow

Vet Consult

Next Steps

- Review Protocol
- Printer Version
- Submit Vet Consult
- Request Clarification by Vet**
- Add Comment
- Add Private Comment

(IACUC - PROTOCOL - In-Review)

IPROTO202100000008

Steroid Treatments for Glioblastoma

Principal investigator: Rebecca Simms (pi)
Submission type: New Protocol Application
Primary contact:
IACUC coordinator: Jim Markosi (iacucc)
Consulted vet: Tiana Racliffe (vet)
Admin office: IACUC

PI proxies:
There are no items to display

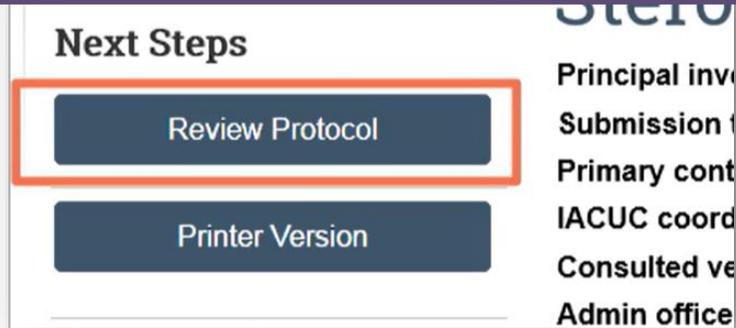
Letter:
Protocol type: Experimental Research
Approval date:
Latest approval date:
Effective date:
Last day of annual review period:
Last day of triennial approval period:

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graph LR; A[Pre-Submission] --> B[Pre-Review]; B --> C[IACUC Review]; C --> D[Post-Review]; D --> E[Review Complete]; B --> B1[Clarification Requested] --> B; C --> C1[Clarification Requested] --> C; D --> D1[Modifications Required] --> C;
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You may request clarification & changes as appropriate.

Review Protocol Workflow

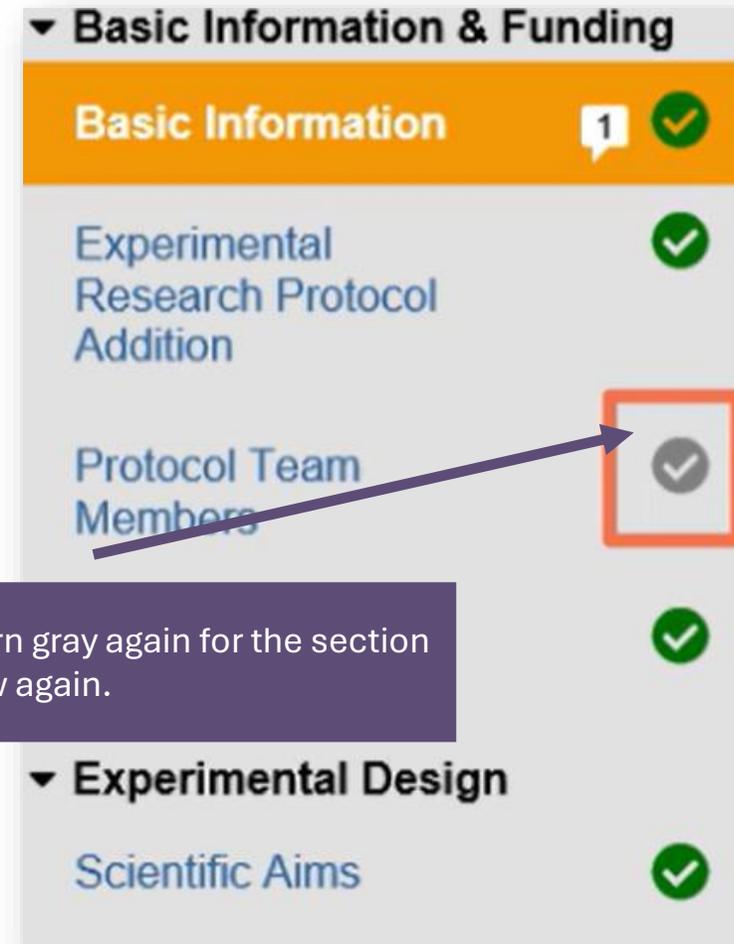
If the protocol team makes any changes, you may review it again.



Selecting the Print icon in the upper right of the screen will give you a document that consolidates all into one page. Select Print, Click This Project.



The green checkmark will turn gray again for the section to review again.



When you have finished your protocol review, click Exit to return to the workspace.



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



Enterprise Research
Management System
(ERMS)