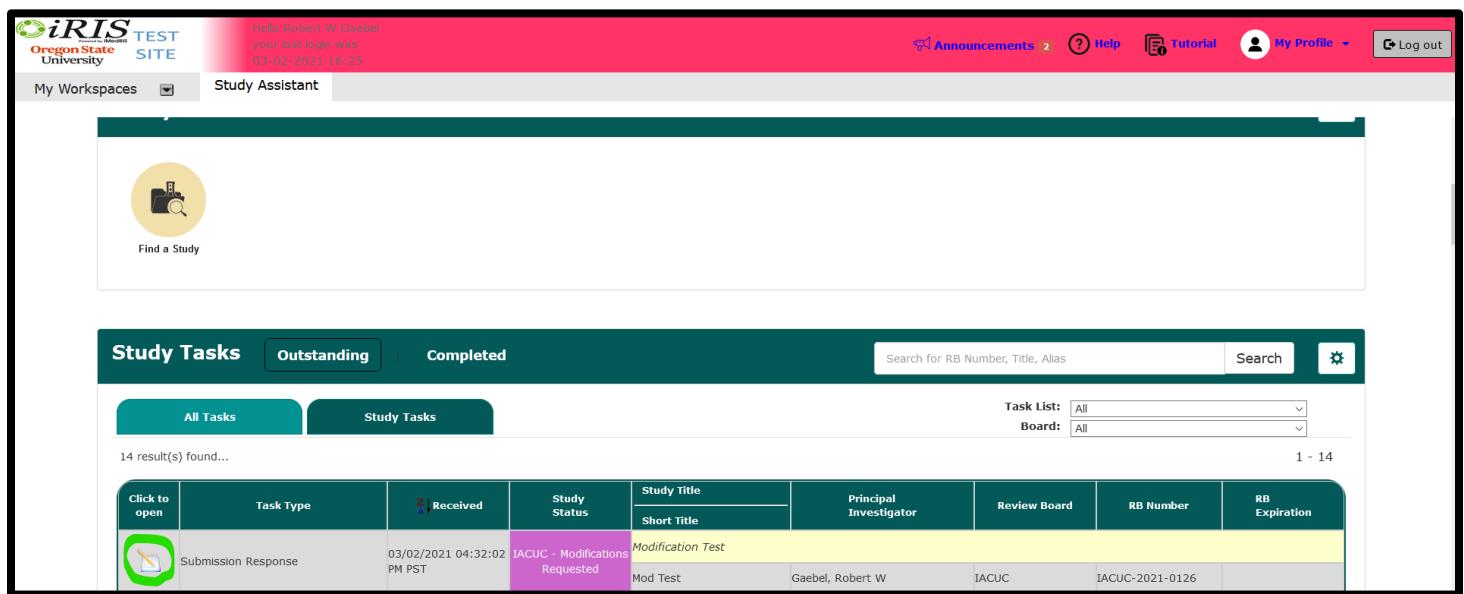


Instructions for responding to reviewer requests

- 1) Once the review is complete, you should receive an email notification.
- 2) The reviewer requests can be accessed from the “Outstanding” tab under “All Tasks” table from the home screen.
- 3) Select “Click to open” in the “Submission Response” Task Type. This will send you to the **IACUC Review Response Form (Figure 1)**.



The screenshot shows the iRIS TEST SITE interface. At the top, there is a pink header bar with the Oregon State University logo, the text "Hello Robert W. Gaebel", and "your last login was 03-02-2021 16:29". To the right of the header are links for "Announcements", "Help", "Tutorial", "My Profile", and "Log out". Below the header is a navigation bar with "My Workspaces" and "Study Assistant". The main content area has a "Find a Study" button. Below this is a table titled "Study Tasks". The table has three tabs: "All Tasks" (selected), "Outstanding" (highlighted in blue), and "Completed". The "Outstanding" tab shows one result: "14 result(s) found...". A table row for this result includes columns for "Click to open" (with a green circular icon containing a document icon), "Task Type" (Submission Response), "Received" (03/02/2021 04:32:02 PM PST), "Study Status" (JACUC - Modifications Requested), "Study Title" (Modification Test), "Principal Investigator" (Mod Test), "Review Board" (IACUC), "RB Number" (IACUC-2021-0126), and "RB Expiration".

Figure 1.

- 4) Requests for clarification or modification are labelled as “**Stipulations**”. Each stipulation is associated with a table that allows the respondent to mark completion of the request and to briefly describe changes made, if necessary.
- 5) The stipulation is indicated under “**Description**” on the table. To view the original question and revise the protocol, look to the right of the “**Component Name**” column and select “**Revise Existing**” under the “**Action**” column. This will create a new version of the protocol that is unlocked for editing (**Figure 2**).



The screenshot shows the iRIS IACUC Review Response Form (Version 1.0). At the top, there's a header bar with the iRIS logo, account information (Account: Robert W Gaebel, Department: OSU - RIP - Office of VP for Research, Path: Home), and navigation links (Announcements, Help, My Profile, Log out). Below the header, the main content area has tabs for "My Workspaces" and "IACUC Number: IACUC-2021-0126 PI: Gaebel, Robert W". The active tab is "Study Assistant" with the sub-tab "IACUC Review Response Form - (Version 1.0)". On the right, there are buttons for "Print Friendly", "Save Section", and "Save and Continue to Next Section".

The main content area displays a section titled "1.0 You have received this form either during the administrative pre-review process or after formal review by the IACUC. This form allows you to respond to stipulations." A sub-section "1.1 Please respond to each of the stipulations:" is shown. Under "Stipulations that must be addressed:", there's a box for "Stipulation 1 out of 3". It includes a "Description:" field (with placeholder "Please provide more detail."), a "Stipulation Type:" field ("(Stipulation must be addressed)", with "Links to Components" sub-instruction), and a table:

Links to Components (These are the items that are linked to this stipulation)	Operation	Action Status	Component Name	Action
	Modify Existing Attachment	Action Not Complete	IACUC Protocol Form (Version 1.0) Section: Protocol Objectives and Justification Question: Briefly summarize the objectives and rationale of the proposed animal use. Use language appropriate for nonscientist readers:	Revise Existing (button circled in green)

Below the table, there's a "Do you accept this Stipulation?" section with radio buttons for "N/A", "Yes", and "No". At the bottom of the page are standard browser-style controls for font family, size, and orientation.

Figure 2.

- 6) The form will open to the question to which the stipulation has been associated and the stipulation will be displayed above the question in a blue field.
- 7) Make revisions as necessary, select “Save Section”, and press “Back” to return to the stipulations screen (**Figure 3**).



The screenshot shows the iRIS IACUC Protocol Form (Version 1.1). The top navigation bar includes links for Announcements, Help, My Profile, and Log out. The main content area displays a section titled "7.1 Briefly summarize the objectives and rationale of the proposed animal use. Use language appropriate for nonscientist readers." A green box labeled "2." is overlaid on the right side of this section. Below it, a red warning icon with the text "Modifications Required:" and "Please provide more detail." A green box labeled "1." is overlaid on the left side of the text area. The left sidebar lists sections from 1.0 to 10.0, with "Protocol Objectives and Justification" highlighted in green.

Figure 3.

- 8) You can now view changes made to the protocol by pressing “**Compare Application Version**” under the “**Action**” column.
- 9) Press “**Complete Action**” to mark this stipulation as addressed (“**Action Complete**” under “**Action Status**”).
- 10) Under “**Do you accept this Stipulation?**” select “**N/A**”, “**Yes**”, or “**No**”, as appropriate.
- 11) A brief explanation of how (or if) the stipulation was addressed can be entered under “**Provide an explanation on how you addressed this Stipulation:**” (Figure 4)



The screenshot shows the 'Entire view of the Form' tab selected. A table lists a single stipulation:

Links to Components (These are the items that are linked to this stipulation)	Operation	Action Status	Component Name	Action
1.0 You have received this form either during the administrative ...	Modify Existing Attachment	Action Complete	IACUC Protocol Form (Version 1.1) IACUC Protocol Form (Version 1.0) Section: Protocol Objectives and Justification Question: Briefly summarize the objectives and rationale of the proposed animal use. Use language appropriate for nonscientist readers:	<input type="button" value="Compare Application Version"/> <input checked="" type="radio"/> Complete Action <input type="radio"/> Incomplete Action

Below the table is a rich text editor toolbar. The text area contains the question: "Modification addressed." and "Provide an explanation on".

Figure 4.

12) For subsequent edits to the form, select the top “**IACUC Protocol Form**” (Version 1.X, with X being the largest number) option from the “**Component Name**” column (**Figure 5**). This will link to the appropriate question in the newly revised version of the protocol created in steps 5 and 6 above.

The screenshot shows the 'Entire view of the Form' tab selected. A table lists a single stipulation:

Links to Components (These are the items that are linked to this stipulation)	Operation	Action Status	Component Name	Action
1.0 You have received this form either during the administrative ...	Modify Existing Attachment	Action Not Complete	IACUC Protocol Form (Version 1.1) IACUC Protocol Form (Version 1.0) Section: Protocol Objectives and Justification Question: Explain how this work will benefit animals, humans, science, or society:	<input type="button" value="Compare Application Version"/> <input type="radio"/> Complete Action <input checked="" type="radio"/> Incomplete Action

Below the table is a rich text editor toolbar. The text area contains the question: "Please provide more detail." and "Stipulation Type: (Stipulation must be addressed)".

Figure 5.

13) Follow steps 7-12 above for each additional stipulation.



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- 14) Make sure you press “**Save Section**” periodically while working in the **IACUC Review Response Form** to save your progress while addressing stipulations.
- 15) Once you have completed all revisions, press “**Save and Continue to Next Section**” at the top right of the screen. Press “**Signoff and Submit**” (if you are the protocol PI – **Figure 6**) or “**Notify PI to Signoff**” (if you are completing the review response form on behalf of the protocol PI – **Figure 7**).

This screenshot shows the iRIS IACUC Review Response Form (Version 1.0). The top navigation bar includes the iRIS logo, account information (Account: Robert W Gaebel, Department: OSU - RIP - Office of VP for Research, Path: Home), and links for Announcements, Help, My Profile, and Log out. The main content area displays a message: "Form has been Completed!" with a link to "Continue to Next Screen to Submit Your Form". Below this, there are two buttons: "Exit Form" and "Signoff and Submit". The "Signoff and Submit" button is highlighted with a green oval. On the left sidebar, there are tabs for "Section view of the Form" and "Entire view of the Form", with "Entire view of the Form" selected. A note on the sidebar states: "You have received this 1.0 form either during the administrative ...".

Figure 6.

This screenshot shows the iRIS IACUC Review Response Form (Version 1.0). The layout is identical to Figure 6, with the same header, message, and buttons. However, the "Notify PI to Signoff" button in the bottom right corner is circled with a green oval. The rest of the interface is identical to Figure 6.

Figure 7.

- 16) Similar to the initial protocol submission, the PI must “**Approve**” or “**Deny**” the signoff request and press “**Save Signoff**” to complete the action (**Figure 8**).



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The screenshot shows the 'Submission Routing Signoff' page in the iRIS system. At the top, there are account details: Account: Robert W Gaebel, Department: OSU - RIP - Office of VR for Research, Path: Home. Navigation links include Announcements, Help, My Profile, Log out, Back, and Save Signoff. The main area displays a table for 'Submission Form(s)'. The table has columns: Include in PDF Packet, Unattach, Revise/Attach, Compare to Last Approved, View in Separate Window, Revisions, and Submission Component Name. Under 'Submission Form(s)', there are two rows: 'IACUC Review Response Form' and 'Initial Review Submission Packet'. Under 'Application', there is one row: 'IACUC Protocol Form'. Below the table, a message reads: 'Robert W Gaebel as Principal Investigator, do you Approve or Deny this submission?' with radio buttons for 'Approve' (selected) and 'Deny'. A green arrow points from the 'Approve' button to the 'Save Signoff' button, which is highlighted with a green circle.

Figure 8.

- 17) Once signoff approval has occurred, the task will no longer be visible in the “Outstanding” section of the “All Tasks” table. The Animal Program Office will now be able to view the responses and route the revised protocol for IACUC member review.