



Instructions for viewing approved protocols and associated documentation

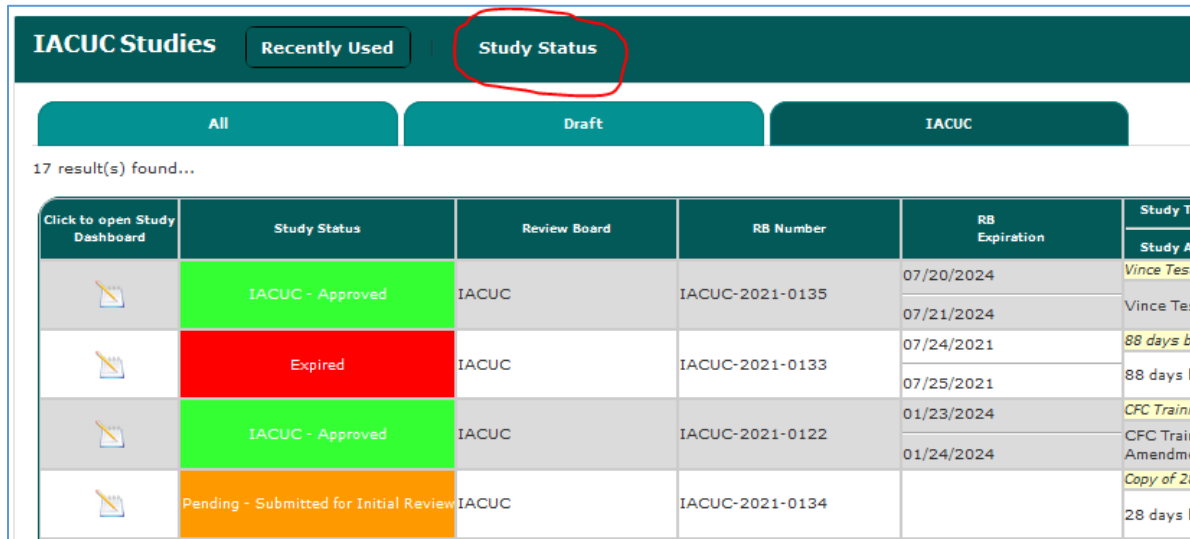
- 1) Once the protocol approval has been processed, you should receive an email notification.
- 2) The approved protocol can be accessed from the home screen by clicking on **“View My Studies”** to be taken to the **“All Studies”** table. Then click the **“IACUC”** tab to display all of your protocols.

The screenshot shows the iRIS TEST SITE interface. At the top, there is a pink header with the user's name 'Hello Vincent A Politano' and login information. Below this is a navigation bar with 'My Workspaces' and 'Study Assistant'. The main content area features a 'Featured Study Operations' box with several buttons: 'Create a New Study', 'Start a Study Submission Form', 'View My Studies' (circled in red), 'View My Studies Submissions', 'Track Approvals', and 'Forms Pending Submission' with a red '0' indicator. At the bottom, there is a 'Study Assistant' section.

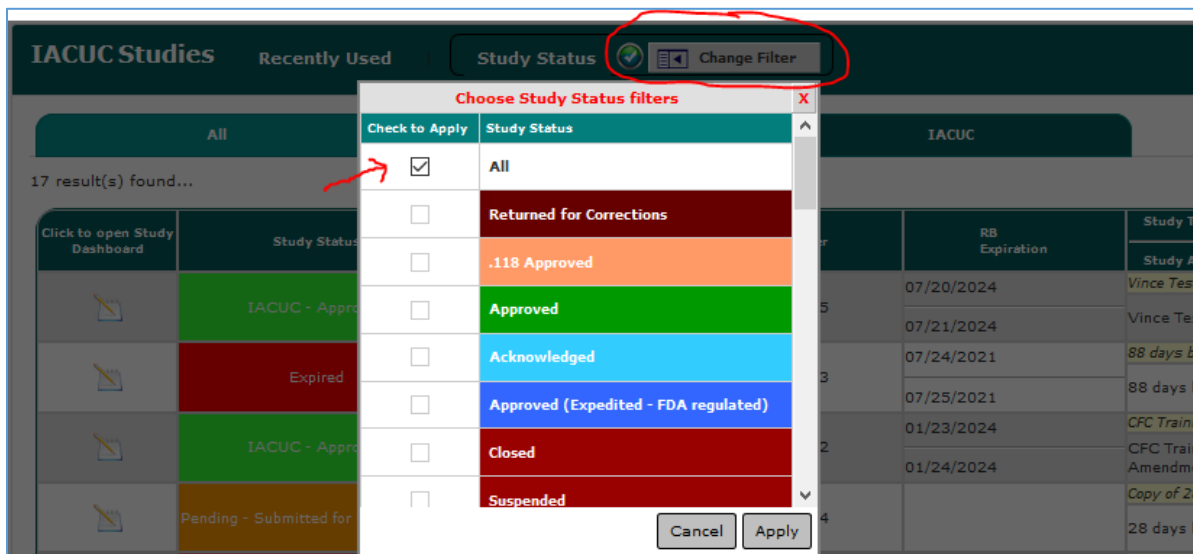
The screenshot shows the 'All Studies' table with the 'IACUC' filter tab selected (circled in red). The table displays 17 results. The columns are: Click to open Study Dashboard, Study Status, Review Board, RB Number, RB Expiration, and Study Title. The rows show various study statuses including 'IACUC - Approved', 'Expired', and 'Pending - Submitted for Initial Review'.

Click to open Study Dashboard	Study Status	Review Board	RB Number	RB Expiration	Study Title
	IACUC - Approved	IACUC	IACUC-2021-0135	07/20/2024	Vince Tes
	Expired	IACUC	IACUC-2021-0133	07/24/2021	Vince Tes
	IACUC - Approved	IACUC	IACUC-2021-0122	01/23/2024	CFC Train
	Pending - Submitted for Initial Review	IACUC	IACUC-2021-0134	01/24/2024	CFC Train Amendm
					Copy of 2

3) You can filter your list of protocols by **“Study Status”**. De-select the **“All”** status option at the top of the filter list and scroll down to select any IACUC status. Please note, the filter list will also contain IRB statuses; all IACUC related statuses will contain the prefix **“IACUC -”**.



IACUC Studies					
Recently Used		Study Status			
All		Draft		IACUC	
17 result(s) found...					
Click to open Study Dashboard	Study Status	Review Board	RB Number	RB Expiration	Study Title
	IACUC - Approved	IACUC	IACUC-2021-0135	07/20/2024	Vince Test
	Expired	IACUC	IACUC-2021-0133	07/24/2021	88 days b
	IACUC - Approved	IACUC	IACUC-2021-0122	01/23/2024	CFC Traini
	Pending - Submitted for Initial Review	IACUC	IACUC-2021-0134	01/24/2024	CFC Train Amendme
					Copy of 28
					28 days b







Choose Study Status filters

Check to Apply	Study Status
<input checked="" type="checkbox"/>	All
<input type="checkbox"/>	Returned for Corrections
<input type="checkbox"/>	.118 Approved
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Acknowledged
<input type="checkbox"/>	Approved (Expedited - FDA regulated)
<input type="checkbox"/>	Closed
<input type="checkbox"/>	Suspended

Buttons: Cancel, Apply

4) You can view any protocol by pressing the **“Click to open”** icon.



Click to open Study Dashboard	Study Status	Review Board	RB Number	RB Expiration	Study Title
	IACUC - Approved	IACUC	IACUC-2021-0135	07/20/2024 07/21/2024	Vince Test
	IACUC - Approved	IACUC	IACUC-2021-0122	01/23/2024 01/24/2024	CFC Traini Amendme
	IACUC - Approved	IACUC	IACUC-2021-0120	01/23/2024 01/24/2024	CFC Traini During Ar
	IACUC - Approved	IACUC	IACUC-2021-0121	01/23/2024 01/24/2024	CFC Traini Submissi

5) This will take you to a screen (“**Submissions**”) that will allow to access the approved protocol and generate a PDF of the approved protocol packet.

Submissions Study Management Animal Management

Current Approval Packet

Protocol Items

- Study Application
- Other Study Documents ▶

FOR OFFICE USE ONLY

Initial

- Initial Review Submission Packet

6) To view the protocol itself, select “**Study Application**” under “**Protocol Items**”.

Submissions Study Management Animal Management

Current Approval Packet

Protocol Items

- Study Application
- Other Study Documents ▶




FOR OFFICE USE ONLY

Initial

- Initial Review Submission Packet

- 7) From the next screen, press **“Edit/View”**. This generates a complete view of the protocol. To produce a PDF, press **“Print Friendly”** button in the upper right corner.

1 result(s) found...

	Show Rev.	Edit/View	Application Type	Approved?
<input type="checkbox"/>			IACUC Protocol Form (Version 1.5)	Yes

- 8) Return to the **“Submissions”** screen using the **“Back”** button in the upper right corner and select **“Study Management”**. The **“Study Management”** screen provides links to selected components of the approved protocol. For example, information on species and numbers of animals approved, as well as personnel listed on the protocol, can be viewed from this screen.

Submissions **Study Management** Animal Management

Current Approval Packet

Protocol Items

- Study Application
- Other Study Documents ▶

FOR OFFICE USE ONLY

Initial

- Initial Review Submission Packet

Submissions **Study Management** Animal Management

Study Details

- Study Summary/Profile
- Screen Access
- Key Personnel
- External Personnel
- Review Board Selection
- Department Access
- Associated Studies

Study Tasks

- Study Notebook

Sponsors & Subrecipients

- Sponsor

Finance Set-up

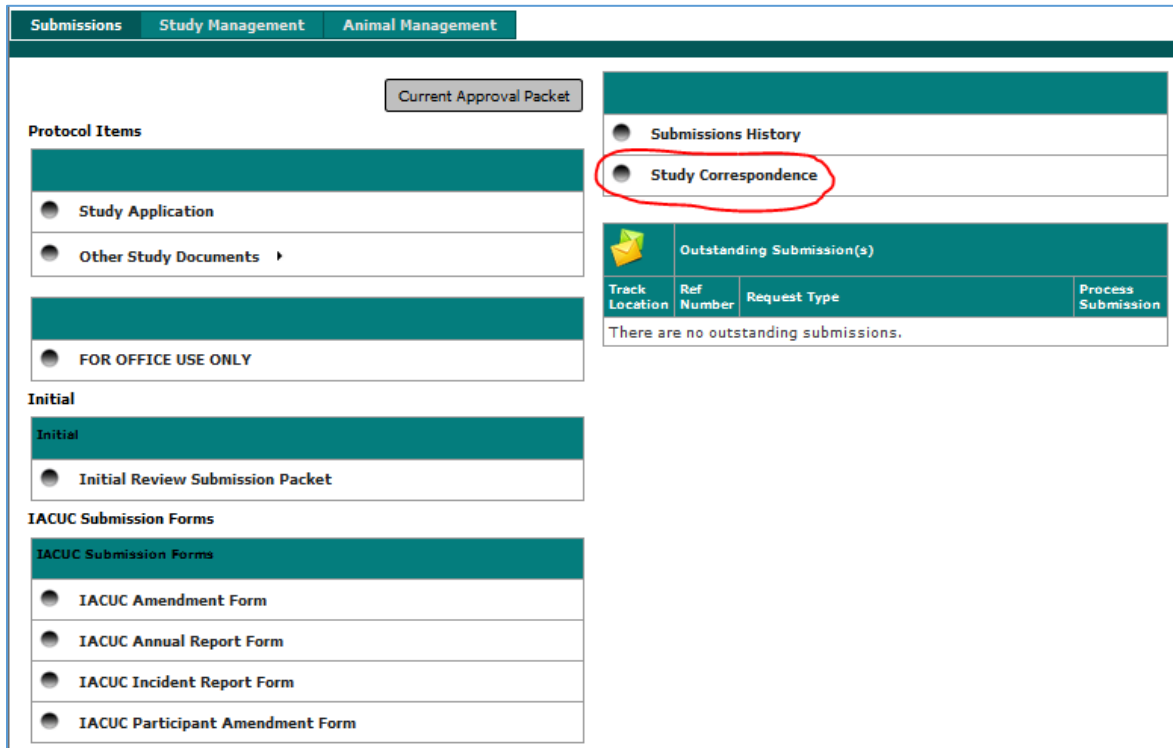
- Study Accounts

Animal Tracking

- Species
- Strain
- Species Procedures Summary
- Substance Administered
- Pain Classification

9) Return to the “**Submissions**” screen using the “**Back**” button in the upper right corner.

10) To view the approval email, click on “**Study Correspondence**”.



The screenshot shows the iRIS IACUC Submissions interface. At the top, there are tabs for 'Submissions', 'Study Management', and 'Animal Management'. Below the tabs, there is a 'Current Approval Packet' button. The main content area is divided into several sections:

- Protocol Items:** Includes 'Study Application', 'Other Study Documents', and 'FOR OFFICE USE ONLY'.
- Initial:** Includes 'Initial Review Submission Packet'.
- IACUC Submission Forms:** Includes 'IACUC Amendment Form', 'IACUC Annual Report Form', 'IACUC Incident Report Form', and 'IACUC Participant Amendment Form'.

On the right side, there is a 'Submissions History' section with a radio button next to 'Study Correspondence', which is circled in red. Below this is an 'Outstanding Submission(s)' section with a table header: 'Track Location', 'Ref Number', 'Request Type', and 'Process Submission'. The table content shows 'There are no outstanding submissions.'

11) Click “**View Message**” on the message with the “**Protocol - Approved**” subject.



	View Message	Author	Subject
<input type="checkbox"/>		Post a Reply to this Topic / Forward this Topic	
	Vincent A. Politano	Posted: 07/22/2021 04:12:59 PM Vince Test 7/22/2021 IACUC-2021-0135 Submission Correction for IACUC Amendment Form: Amendment - Approved	
<input type="checkbox"/>		Post a Reply to this Topic / Forward this Topic	
	Administrator	Posted: 07/22/2021 04:09:29 PM Vince Test 7/22/2021 IACUC-2021-0135: IACUC Amendment Form Pre-Review	
<input type="checkbox"/>		Post a Reply to this Topic / Forward this Topic	
	Vincent A. Politano	Posted: 07/22/2021 03:56:54 PM Vince Test 7/22/2021 IACUC-2021-0135 Submission Correction for IACUC Amendment Form: Amendment - Approved	
<input type="checkbox"/>		Post a Reply to this Topic / Forward this Topic	
	Administrator	Posted: 07/22/2021 03:51:34 PM Vince Test 7/22/2021 IACUC-2021-0135: IACUC Amendment Form Pre-Review	
<input type="checkbox"/>		Post a Reply to this Topic / Forward this Topic	
	Vincent A. Politano	Posted: 07/22/2021 03:48:01 PM Vince Test 7/22/2021 IACUC-2021-0135 Submission Correction for Initial Review Submission Packet: Protocol - Approved	

12) This will display the contents of the email that was sent. To view the approval letter, press **"Outcome_Letter.pdf"**.

Posted: 07/22/2021 03:48:01 PM

Send Email

Subject
IACUC-2021-0135 Submission Correction for Initial Review Submission Packet: Protocol - Approved

Recipient(s)
Vincent A Politano

Additional Recipients(s)

Reply To(s)

Additional Reply To(s)

Attachments

Outcome_Letter.pdf
Click Attachment Name to View

Total size of attachment(s): 93.16 KB
Total size of attachment(s) allowed: 50 MB

Content
Dear Dr. Politano:
Your Submission Correction for Initial Review Submission Packet has received the following outcome: Protocol - Approved
Please see the attached letter for more information.
Thank you,
Oregon State University
Animal Program Office
Please do not respond to this message. These messages are automatically generated from the iRIS system.