

IACUC Process in InfoEd: Reviewers

Processing a New Protocol (or a Triennial Review)

When a PI submits a new IACUC protocol (or Triennial Submission), the protocol is automatically assigned to an agenda. The board will review the protocol at a convened meeting.

- Reviewers – protocols are accessed through links in the meeting agenda

IF MODS REQUESTED

If the board requests modifications at a convened meeting, the details are sent to the PI through ORCIS. The PI will send the changes/clarifications to ORCIS. ORCIS will send the information to one (usually the Chair) reviewer [sometimes a few reviewers are assigned].

- IACUC Chair (or other member reviewer) – an email (with attached letter) will be sent indicating that changes have been made and are ready for review
 - The IACUC's requested changes will appear in the letter
 - Click on the "Summary Submission Page" link within the emailed letter
 - To review the PI's changes:
 - Click on "Submissions" in the upper left area
 - Select "Response to mods request" under the Initial Protocol Submission
 - Click on the "IACUC Initial Application" to review changes made within the application
 - Clarifications will be provided in the last item of the application under the word "STOP!!!"
 - Click on any additional Documents/Forms if requests were made related to other items
 - When done reviewing, select "Done" in the upper left corner
 - Go back to the original email sent from the researchcompliance@niu.edu address
 - Inform ORCIS whether additional changes/clarifications are needed or the changes are approved

IF TABLED

If the board tables the protocol and requests modifications/clarifications at a convened meeting, the details are sent to the PI through ORCIS. The PI will send the changes/clarifications to ORCIS. ORCIS will assign the protocol to another agenda.

- IACUC – protocols are accessed through links in the meeting agenda

Submitting an Annual Review

When a PI submits an IACUC Annual Review, the submission is reviewed through the Designated Member Review process.

- IACUC Reviewers
 - An email will be sent indicating that a review has been assigned
 - **Designated reviewer** (most often the Chair):

- Click on the “Summary Submission Page” link in the attached letter in the email sent by ORCIS
- You should land on a page of Submissions
- Click on the correct submission (e.g., Annual Review – check the date if there are several)
- Selecting the “IACUC Annual Continuation Form” and any other uploaded documents under Form/Document on the Reviewer Dashboard will take you directly to each document to review the content
- When done reviewing, select “Done”
- Return to the original email and notify ORCIS of your decision: approve as is, request changes/clarifications to the protocol, have it be seen by the full board
- **Non-designated reviewers:**
 - Click on the “Summary Submission Page” link in the attached letter in the email sent by ORCIS
 - You should land on a page of Submissions
 - Click on the correct submission (e.g., Annual Review – check the date if there are several)
 - Selecting the “IACUC Annual Continuation Form” and any other uploaded documents under Form/Document on the Reviewer Dashboard will take you directly to each document to review the content
 - When done reviewing, select “Done”
 - If you would like the protocol to be seen by the full board: return to the original email and notify ORCIS of your request
 - If you are okay with having the protocol approved through DMR, there is no need to reply

Submitting an Amendment

When a PI submits an IACUC Annual Review, the submission is reviewed through the Designated Member Review process.

- IACUC Reviewers
 - An email will be sent indicating that a review has been assigned
 - **Designated reviewer** (most often the Chair):
 - Click on the “Summary Submission Page” link in the attached letter in the email sent by ORCIS
 - You should land on a page of Submissions
 - Click on the correct submission (e.g., Amendment – check the date if there are several)
 - Selecting the “IACUC Amendment Form” and any other uploaded documents under Form/Document on the Reviewer Dashboard will take you directly to each document to review the content
 - When done reviewing, select “Done”
 - Return to the original email and notify ORCIS of your decision: approve as is, request changes/clarifications to the protocol, have it be seen by the full board
 - **Non-designated reviewers:**

- Click on the “Summary Submission Page” link in the attached letter in the email sent by ORCIS
- You should land on a page of Submissions
- Click on the correct submission (e.g., Amendment – check the date if there are several)
- Selecting the “IACUC Amendment Form” and any other uploaded documents under Form/Document on the Reviewer Dashboard will take you directly to each document to review the content
- When done reviewing, select “Done”
 - If you would like the protocol to be seen by the full board: return to the original email and notify ORCIS of your request
 - If you are okay with having the protocol approved through DMR, there is no need to reply