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