Guide for Updating Archived Procedures Within the eIACUC 9.2 Protocol Smartform
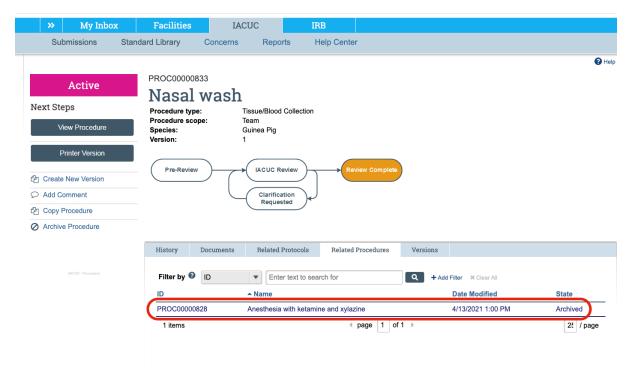
Introduction

The IACUC has worked with Research Administration IT (RAIT) to archive obsolete IACUC standard procedures. Archived procedures will be replaced by updated standard procedures located in the eIACUC Standard Library.

Historically in eIACUC, study teams use IACUC standard procedures across multiple protocols. Now that obsolete procedures will be archived, users will see the term "Archived" next to the procedure. It is an indication that an archived procedure must be substituted with the updated IACUC procedure **via the submission of an Amendment.**

Once the eIACUC transition to version 9.2 occurs on May 7, 2021, any future iterations that are submitted requires that PIs make the updates to the procedures section within the smartform.

Users <u>will not need to do this all at once</u>. Given the number of protocols an archived procedure may be associated with, users are allowed to submit updates to the procedures on a case-by-case bases for each new iteration of the protocol (e.g., amendments, triennial renewals, continuations).

1) Archived Procedure:

2) Log In > Choose Research Team > Protocol > Create an Amendment > Experiments > Locate Archived Procedure > Substitute with Updated Standard Procedure.