

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 will not need to do this all at once. 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:

The screenshot displays the eIACUC 9.2 Protocol Smartform interface. The top navigation bar includes tabs for My Inbox, Facilities, IACUC, IRB, Submissions, Standard Library, Concerns, Reports, and Help Center. The main content area shows a procedure titled "Nasal wash" (PROC00000833) with details: Procedure type: Tissue/Blood Collection, Procedure scope: Team, Species: Guinea Pig, and Version: 1. A flow diagram illustrates the review process: Pre-Review leads to IACUC Review, which can lead to Review Complete or Clarification Requested, which then loops back to IACUC Review. Below the procedure details is a table with tabs for History, Documents, Related Protocols, Related Procedures, and Versions. The table is filtered by ID and shows one item: PROC00000828, Anesthesia with ketamine and xylazine, dated 4/13/2021 1:00 PM, with a state of Archived. The table footer indicates 1 item and 1 page.

ID	Name	Date Modified	State
PROC00000828	Anesthesia with ketamine and xylazine	4/13/2021 1:00 PM	Archived

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