

The Move from Paper to Electronic Exchange of IACUC Protocol Materials

Beginning **10/01/09** the IACUC will require investigators to submit all protocols and protocol-related submissions (e.g. amendments, key personnel changes) in portable document format (PDF). Investigators in turn can expect to receive their IACUC correspondence via email. This change is a giant step forward and should result in less paperwork for the investigators and the IACUC staff.

We continue to require protocol submissions to be signed by the vet, the PI and others (e.g. departmental reviews) as necessary. This will require that investigators scan final submission documents into a PDF document and then forward them to our office. We have identified a potential pitfall with this new process to be confusion with document versions. We must all be vigilant about making sure we are always working with the currently approved version of the protocol and protocol roster. Please update your documents every time they are submitted by completing the footer with the date of the submission as shown below.

The image shows a screenshot of a protocol form footer. The footer contains several fields: 'A.6.a Infoed Proposal#' with a value of '1', 'A.6.b Grant Number' with a value of '1', and 'A.6.c Submission Type' with options 'New' and 'Renewal (competing continuation)'. Below these fields is a 'Footer' section with a 'Protocol Version Date:' field, which is circled in red. The footer also includes a page number '1'.

This date footer is not automatic, therefore you must change it each time you revise your protocol. You should not use the automatic date feature as this will add further confusion by changing your date every time you happen to open the document. Failure to update this protocol version date may delay review of the submission.

All submissions need to be sent to the IACUC@uvm.edu email box where new submissions will be monitored and processed in the order they are received. Electronic submissions prior to October 1 will be accepted.

We are also now ready to implement automated email notifications and correspondence from the InfoEd database system. These emails will primarily be continuing review reminders and key personnel changes. However, we will be scanning and emailing the remaining types of correspondence to avoid confusion. To help the investigator identify IACUC email correspondence, the subject line of the emails will always contain the words: ***IMPORTANT* IACUC ...**

Please do not disregard these emails as we will not be sending hard copies of emailed correspondence. The automated messages can only be sent to the PI of record. For those of you who designate these tasks, you should determine a way to filter or forward your email to the person to whom you have delegated that responsibility. The InfoEd system does not have a viable designate feature for IACUC at this time.

Depending upon which email software and browser is used, the Infoed correspondence may appear within the email message or as an attachment or both. Investigators may reply to these automated emails, but remember to attach a PDF document(s) of whatever it is that is being submitted for review.

We expect that some adjustments may need to be made to this new process and appreciate your patience and feedback during this transition.