



Tip Sheet 1: Initial Submission Tips

Announcements

Welcome to our first Tip Sheet! The UVMClick – IACUC portal went live on Monday, January 6th and as previously mentioned, the Transitional Support Team will be compiling a list of tips and FAQs that come up during the protocol transition process to disseminate to the research community. We will also use this format to communicate updates about UVMClick.

The new [Policies and Procedures Manual](#) was posted in January. If you haven't had a chance, please take some time to review it. We have combined the Research Manual and the IACUC Policies and Procedures Manual into one resource and have included updated information regarding the one-to-many protocol concept, changes to continuing review and occupational health requirements, and many other topics.

Just a reminder that in most cases, currently approved IACUC protocols will be re-reviewed by the IACUC upon transition into UVMClick. Protocols transitioning are done so according to expiration date so we are using the transition as an opportunity to do the continuing or triennial reviews of protocols and applying new expiration dates. In cases where protocols were recently approved, the IACUC may decide to simply transition the protocol without a formal review by a member or the full committee. In this case, the current expiration dates will stay the same. This option will be applied for those protocols that have been approved within the last year.

UVMClick-IACUC Educational Opportunities

- Register for sessions [here](#).
- Instructional User Guides are posted [here](#).

Tips

1. There is a new upload section on the Experiments page which allows investigators to upload a timeline of their experiment.

It is important that the narrative of the Experiment describes how the selected Procedures and Substances will be used in the experiment so that reviewers are able to paint a picture about what the animals will experience throughout the course of the experiment. We received feedback from PIs that this is sometimes best accomplished by being able to provide timeline images, which the fields in UVMClick cannot accommodate. The new upload field allows for images, excel spreadsheets and word documents to be uploaded for this purpose.

2. Do you want your experiments listed in a specific order on the Experiments page? We've added a field for this.

We have received feedback from transitioning investigators and IACUC members that it would be helpful to list experiments in a specific order as a way to help convey the narrative of on the activities in a given protocol. Huron was able to add a new field on the Edit Experiment page that indicates the sequence in which an experiment will be conducted during the course of the protocol. This field requires completion for each experiment to allow proper sequencing across all the experiments. This is an optional field so if sequencing experiments is not important to you, then it can be left blank. The sequence number may be subsequently used at any time with an amendment.

Edit Experiment

1. If there is a specific order in which experiments will be completed, identify the sequence number below:

2. * Experiment Name:

3. Want to know an easy way to check which trainings you and your key personnel have completed? Look at the "Training" tab on the protocol workspace.

This tab lists all IACUC CITI training that has been completed by each member of the team, as well as Biosafety Training, IRB training, and other compliance related trainings such as Responsible Conduct of Research.

Please note that your training completion information will not show up in the Click protocol record if you have not correctly logged into the CITI program through the "[Log in Through My Institution](#)" process. If you have completed the required CITI training and the Click training tab record indicates "No Training on File" appears next to your name, please follow [these instructions](#) to associate your NetId to your CITI account.

| History | Experiments | Documents | Animal Welfare Departures | Reviews | Contacts | Snapshots | Training | ... |
|-----------------------|------------------------|----------------------|---------------------------|---|---|-----------|----------|-----|
| Citi Training | | | | | | | | |
| Name | Role on Study | Date Report Complete | Date Report Expired | Curriculum Name | Group Name | | | |
| Aubrie Clas | Principal Investigator | 9/19/2017 | 9/18/2020 | Animal Care and Use (IACUC) | General Lab Animal Training | | | |
| | | 3/27/2018 | 3/26/2021 | Basic Biosafety Training | Animal Biosafety | | | |
| | | 2/23/2017 | 2/23/2020 | IRB - Human Subjects Research | Biomedical Researchers | | | |
| | | 9/19/2017 | 9/18/2020 | Working with Amphibians in Research Settings | Working with Amphibians in Research Settings | | | |
| | | 9/19/2017 | 9/18/2020 | Working with Cattle in Agricultural Research Settings | Working with Cattle in Agricultural Research Settings | | | |
| | | 9/19/2017 | 9/18/2020 | Working With Fish in Research Settings | Working With Fish in Research Settings | | | |
| | | 9/19/2017 | 9/18/2020 | Working with Guinea Pigs in Research Settings | Working With Guinea Pigs in Research Settings | | | |
| | | 9/19/2017 | 9/18/2020 | Working With Horses In An Agricultural Research Setting | Working With Horses In An Agricultural Research Setting | | | |
| | | 9/19/2017 | 9/18/2020 | Working with Mice in Research Settings | Working with Mice in Research | | | |
| | | 9/19/2017 | 9/18/2020 | Working with Rabbits in Research Settings | Working with Rabbits in Research Settings | | | |
| | | 9/19/2017 | 9/18/2020 | Working with Rats in Research Settings | Working with Rats in Research Settings | | | |
| System Administrator1 | Team Member | no training on file | | Example of no training on file; either training has yet to be completed or, this person did not log into CITI through the Log in Through My Institution process | | | | |
| | | | | | | | | |
| Melanie Locher | Team Member | 7/25/2019 | | Animal Consent Training | Animal Consent Training | | | |
| | | 10/31/2018 | 10/31/2021 | IRB - Human Subjects Research | IRB - Human Subjects Research | | | |
| | | 7/25/2019 | 7/24/2022 | IRB - Human Subjects Research | Biomedical Researchers | | | |
| | | 2/8/2017 | 2/8/2020 | IRB - Human Subjects Research | Social-Behavioral-Educational Researchers | | | |
| Lynn Tracy | Team Member | 2/8/2017 | 2/8/2020 | IRB - Human Subjects Research | Social-Behavioral-Educational Researchers | | | |
| | | 6/2/2017 | 6/1/2020 | IRB - Human Subjects Research | Biomedical Researchers | | | |



FAQs

1. Do I still need to send my new protocol to the UVM Veterinarian before submitting to the IACUC?

No. Once you click the “Submit” button on your new project, the IACUC will assign it to the veterinarian for the “Vet Review”. And has always been the case, the Veterinarian may still be contacted with questions while you are putting your new protocol together.

2. Once my protocol has been approved in UVMClick, do I need to continue to print updated versions to keep in my lab?

No. In fact, we encourage you not to print them going forward. With the new system, all members of your study team have access to the protocol and the most up-to-date protocol will always be the only version available to view. You should show your study team members how to view the protocol in UVMClick so that they can access it when they need to.

3. How Do I determine which IACUC trainings I or my personnel need to take?

Visit our [CITI Program Training page](#) and search for “Laboratory Animals Training (IACUC)” under Step 2. Click on the accordion to display the training requirements and instructions for adding the course(s) to your account.

Step 2: What Training Am I Required to Take and How Do I Add the Course?

Human Subjects Training (IRB) ▾

Good Clinical Practice Training (GCP) ▾

Laboratory Animals Training (IACUC) ▾



Biosafety Research Training (IBC) ▾

4. My room number is not listed as a location in the dropdown. What do I do?

Email the IACUC office at IACUC@uvm.edu. Our IT professionals will add it for you. This should not hamper your progress as you are able to continue completion of other items in the smart forms while you await addition of a new room number.