

Searching for a Submission

Once logged in the default display is “**Dashboard**”. From the “Dashboard” page, you will find **Submissions** that require you to take an action. If the protocol you require is not listed in your “Dashboard”

- Click the IACUC tab at the top of the screen. It should default to the Submissions option.



Which protocols do I have access to?

You will have access to:

- All protocols on which you are the PI
- All protocols on which you are named the Primary Contact
- All protocols on which you are named as a Protocol Team Member
- All protocols on which you are named as a Research Team Member
- All protocols on which you are a Proxy

Who else can see my protocol?

- IACUC Board Members
- RPO/SPA Staff
- Assigned ancillary reviewers

Searching for a protocol/submission

Below is an example screen print of the IACUC > All Submissions view

The screenshot shows the IACUC Submissions interface. At the top, there is a navigation bar with tabs for Dashboard, Agreements, COI, Facilities, Grants, and IACUC. Below this is a secondary navigation bar with Submissions, Standard Library, Concerns, Reports, and Help Center. The main content area is titled 'Submissions' and features a search bar, a filter bar with tabs for Research Teams, In-Review, Active, Archived, and All Submissions, and a table of submission records. A red box highlights the 'All Submissions' tab, and a yellow circle with the number '1' is next to it. Another yellow circle with the number '2' is next to the 'Filter by' dropdown menu.

ID	Name	Date Modified	State	Submission Type
IPROTO202200000012	Test Protocol	11/28/2022 8:37 AM	Committee Review	New Protocol Application
PROTO202000191	Bi-Phasic, Regenerative Tracheal Implants From 3D-Printed Advanced Biomaterials with Integrated Vascularizing and Epithelializing Factors	10/29/2022 12:00 AM	Lapsed	New Protocol Application
PROTO202000094	Clinical Development of Novel Pleural and Tracheal Sealant	10/11/2022 12:00 AM	Lapsed	New Protocol Application
AMEND202200099	Replacing Buprenorphine with Slow-release Buprenorphine	5/3/2022 10:16 AM	Pre-Review	Amendment

1. [Search for a protocol using the tabs](#)

- **Research Teams:** Lists the teams to which you are a member giving you authority to add new protocols for that team.
- **In Review:** This tab will automatically display. This is the default view of Safety>Submissions and it will list protocols, to which you have authority to see, that are undergoing some type of IBC Review.
- **Active:** This tab will list protocols, to which you have authority to see, that are in some type of Approved state. (Examples: Approved, Not Human Research)
- **Archived:** This tab will list protocols, to which you have authority to see, that are in some type of Closed state. (Examples: Closed, Discarded)
- **All Submissions:** This tab will list ALL protocols to which you have authority to see, in any state.

NOTE: [...]: Depending on your browser and font size on your screen, you may see a tab with three dots. If this is the case, click on the three dots as it will display the next tab that could not fit fully on the screen.

2. [Filter the list of search results](#)

Once you select a tab, you can now optionally filter the resulting list.

- Click the drop down and select the column to filter by. All columns can be filtered.

Filter by ? ID [dropdown arrow] Enter text to search for [search icon] + Add Filter ✕ Clear All

1 items

ID	Name	Date Modified	Owner	State
PROTO20	channels in arterial smooth muscle	9/25/2019 4:25 PM	Dattilio, Abbey L.	Approved

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****TIP**** You can include additional filters by clicking “+Add Filter” if you would like to filter the list in more than one way.

Filter by ? ID [dropdown arrow] Enter text to search for [search icon] **+ Add Filter** ✕ Clear All

- Type the beginning characters for the value you want to find.
- **TIP**** You can also type a % symbol as a wildcard before, or after, the characters.

Examples:

- 71 shows all items beginning with 71
- %71% shows all items containing 71

- Click the Search icon (or hit enter) to apply the filter.

2 Filter by ? ID [dropdown arrow] Enter text to search for [search icon] + Add Filter

Examples (not case sensitive)

- To search only for a Protocol:

Filter by ? ID [dropdown arrow] PROTO% [search icon]




- To search only for an Annual Review:

Filter by ? ID [dropdown arrow] AR% [search icon]

- To search only for an Amendment:

Filter by [?] ID Amend%  

- To search for an approved protocol modified after 9/1/2019:

Filter by [?] State Approved  + Add Filter
and by Date Modified >9/1/2019   Remove Filter