

Protocol Submission Workflow

Submission Creation, Preparation and Workflow States

UVMClick presents a workflow diagram to show where your submission is in the lifecycle. All new submissions, and other requests, are initially assigned a status of “Pre-Submission.” Then, as the submission is completed by the Principal Investigator and sent to the electronic routing system, the workflow diagram automatically changes to reflect submission progress in the electronic routing system.

Protocol



Pre-Submission

PI/Contact has started a new submission in UVMClick but has not submitted the request to RPO.

Pre-Review

The submission has been sent to RPO. RPO is currently processing the submission. In this state the protocol may be either in Veterinary Review or with the Analyst for Pre-Review.

Clarification Requested

The Veterinarian, RPO, or the Institutional Animal Care and Use Committee (IACUC) has returned the submission to the PI/Contact for clarifications. The PI/Contact is expected to login to UVMClick and respond to clarifications.

IACUC Review

The submission has been scheduled to an upcoming IACUC meeting date (full) or is currently being reviewed by an IACUC member reviewer.

Post-Review

The IACUC has made a decision on the submission. RPO may be in the process of communicating to the PI/Contact the decision or there may be other required approvals needed before RPO will approve the submission and release to the PI.

Modifications Required

The IACUC committee determined that additional changes are required on the submissions. The PI/Contact is expected to login to UVMClick, make the required changes and re-submit back to RPO.

Review Complete

The review process has been completed for this submission.