eCompliance: ACUC User Guide University of Missouri–St. Louis

Navigating eCompliance

- When you login to eCompliance <u>https://umsl.ecompliance.umsystem.edu/login</u> the Dashboard will show multiple modules, one of which is the ACUC module.

| Welcome to UMSL eCompliance | | | |
|-----------------------------------|----------------------|----------------------------|---------------------|
| My modules | | | |
| Linstitutional Review Board | | | |
| IRB Administration Project search | | | |
| Stages | | | |
| Reports | | | |
| All modules | | | |
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| Animal Care and Use | Conflict of Interest | Institutional Review Board | Lobbying Activities |
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- Clicking on the ACUC module will bring you to My Protocols (see image below). This is where all your protocols (both approved and under review), current CITI training, and associated animal cages will be housed.

| Animal Care and Use | |
|--|-----------------------------|
| | |
| My Protocols My Training | |
| E Forms Degin a new ACUC protocol | + Begin a new ACUC protocol |
| | |
| There are no forms for you to edit at this time. You can begin a new form. | |
| III ACUC Projects All projects | View all my ACUC projects |
| | |
| | |

Submitting a protocol

- To submit a new protocol, click on 'Begin a new ACUC protocol' as shown in the above image.
- Complete all required sections and upload any necessary documents to the Attached Files section.

Submitting Revisions as the PI

- When the IACUC reviews your protocol and has returned the application with comments, you will receive an email notification. There will be a link that will take you to your protocol in eCompliance.
 - You can also open the protocol by logging into eCompliance and opening your ACUC dashboard. The protocol will be listed under 'Returned forms' and clicking 'Edit' next to the form will open the protocol.

You can edit your protocol by clicking 'Edit Form'.

| O Project averview | # / ACUE / Adminis | tration / Projects / Protocol 54581 / Forms / Protocol 5438 | Il Application 1 | L'Returnedi / | Protocol 54381 Application | = 1.1 [Returned] | | | | | | | | |
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| Protocol overview | | 4 Submit | ACUC F | m | | | | | | | | (| Colt term | Queer + |
| Review assignments | | Withdraw | | | | | | | | | | `` | | |
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- If there are comments on multiple sections of your protocol, you can click on a comment in the Summary section to make the needed edits. To view the other comments, click on 'Introduction' in the menu on the left-hand side to return to the comment summary. Once you have made all necessary revisions, resubmit your study for review.

| IACUC Protocol Form | # / ACUC / Protocol 49428 Application 1.1 [Returned] |
|--|---|
| Introduction | |
| 1. Basic Information | Introduction |
| 2. Species Section 📁 | |
| 3. Proposal Overview 📁 | ↑ Returned |
| 4. Justify 📁 | This form has been returned for modifications. |
| 5. Animal Husbandry | |
| 6. Description of Non-Surgical Procedures | Administrator comments |
| 7. Substances Used in Animals | see comments |
| 8. Hazardous Materials | |
| 9. Description of Anesthetic Procedures | Reviewer comments |
| 10. Description of Surgical | See the reviewer comments regarding this form below. You can click on each comment to be taken directly to that question on the form. After you have addressed their feedback, re-submit this form. |
| Procedures | Species Section |
| 11. Potential Pain or 📁 Physical Stress | Fix |
| 12. Disposition of Animals | Proposal Overview > |
| 13. Project Information | Scientific Description of Experimental Design |
| 14. Literature Search | FIX |
| 15. Pre-submission Veterinary Review | Justify > Justify Use of Animals in your Research |
| 16. Investigator Assurances | Fix |
| 17. Attached files | Potential Pain or Physical Stress > |
| 18. Questions/Comments | Potential Side-Effects and Adverse Health Effects |
| 19. Submit | Fix |
| | |
| | ♦ Continue |

Amendments

To submit an amendment, click on the Animal Care and Use module. Under Approved protocol, click "view my approved protocols". Select the application, you wish to amend, by click on "view" to open the approved protocol. Click "Amend protocol" (see image below). This will open the most recent approved version of your protocol. Here you can make any revisions needed; any additions to the protocol will be highlighted green for IACUC reviewers and anything removed from the protocol will be highlighted red for IACUC reviewers. This will allow reviewers to see which portions of the protocol are being amended for review.

| Protocol 52701 | | | | | | | | | |
|---|---|--------------------------------|--|-------------|--|--|--|--|--|
| Back to my projects | ACUC / Projects / Protocol 52201 / Forms / Protocol 52201 Application 1.1 | | | | | | | | |
| Protocol 52701 Test #4 PI: Warnec Kimberly Borkowski Approved version: 1.1 Expires on: 07/15/2027 | Protocol 52701 Application 1.1 | | | | | | | | |
| Project overview | | ta Progress report | 1 Basic Information | ∌Print ∐PUF | | | | | |
| E Forms | Form info | | EACUC Number (Automatically Assigned) 52701 | | | | | | |
| Attached files | ACUC Form ID | Protocol 52701 Application 1.1 | 2. Principal Investigator | | | | | | |
| # Animal orders | Form type | IACUC Protocol Form | Werner, Kimberly Borkowski | | | | | | |
| III Coore | Protocol status | Approved | Job title ASSOCIATE DEAN OF RESEARCH | | | | | | |
| III Cages | Submission date | 2024-07-12 14:53:26-0500 | Department College of Nursing Division College of Nursing | | | | | | |
| \$ Bills | | | Business unit University of MO-St. Louis | | | | | | |
| | | | 3. Protocol Title | | | | | | |
| | | | Test #4 | | | | | | |
| | | | 4. Intermal re-write is this protocol a triannial rewrite of a protocol that was previously approved at the University of Missouri-Saint Louis? | | | | | | |
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| | | | 2 Species Section | | | | | | |
| | | | a species section | | | | | | |

Annual Continuation (Progress Report)

- To submit an Annual Continuation of an active protocol, open the protocol in 'My projects' and select 'Progress report' (see image below).

| Protocol 52701 | | | | | | | | | |
|--|---|--------------------------------|--|-------|--|--|--|--|--|
| Generation Back to my projects | ACUS / Projects / Protocol 52701 / Forms / Protocol 52701 Application 1.1 | | | | | | | | |
| Protocol 52701 Test #4 PI: Werner, Kimberly Borkowski Approved version: 1.1 | Protocol 52701 Application 1.1 | | | | | | | | |
| Expires on: 07/15/2027 | | Amend protocol | ⊖ Print | 2 PDF | | | | | |
| Project overview | | Progress report | 1. Basic Information | | | | | | |
| E Forms | Form info | | 1. eACUC Number (Automatically Assigned) 52701 | | | | | | |
| Attached files | ACUC Form ID | Protocol 52701 Application 1.1 | 2. Principal Investigator | | | | | | |
| Animal orders | Form type | IACUC Protocol Form | Werner, Kimberly Borkowski | | | | | | |
| III Cages | Protocol status | Approved | Job title ASSOCIATE DEAN OF RESEARCH | | | | | | |
| S Bills | Submission date | 2024-07-12 14:53:26 -0500 | Department College of Nursing Division College of Nursing Business unit University of MO-St. Louis | | | | | | |
| | | | 2. Protocol Trile Test #4 4. Triennial Re-write Is this protocol a triennial re-write of a protocol that was previously approved at the University of Missouri-Saint Louis? O Yes No 2. Species Section | | | | | | |

Three-Year Renewal

- To submit a Three-Year Renewal for an active protocol, open the protocol in 'My projects' and select 'Triennial Rewrite'. This will populate the approval protocol to allow for any needed revisions (you will not need to submit a separate, new application for the 3-Year Renewal). You will indicate you are renewing an active protocol by answering 'Yes' to question #4 in *Section 1 Basic Information* section of the protocol document. You will be asked for the Historical Project Number (eACUC number listed on your original protocol) and the 3 Year Progress Report.
- The Three-Year Renewal of your protocol will receive a new eACUC protocol number.
 Once the renewal has been approved by the IACUC, the newly approved protocol will be marked as active and previous protocol will be marked as inactive.