a-tune tick@lab – the IACUC and IBC’s New Electronic Submission and Review System

The Institutional Animal Care and Use Committee (IACUC) and Institutional Biosafety Committee (IBC) will soon be transitioning to an electronic system for submission, review, and maintenance of IACUC and IBC applications.

The software will also integrate research, teaching and testing protocols, animal procurement and management, as well as veterinary medical records.

Jen Walker, a-tune project manager – AV office: 294-8964  jlwd@iastate.edu
Cara Fink – ORR: 294-4673 clfink@iastate.edu
Brian Carney – LAR: 294-0536  bscarney@iastate.edu
What we will cover

- General overview
- Logging-in and orientation of software
- Creating a new protocol
- Completing an IACUC/IBC form
- Submitting for review
- Responding to review comments
- Filters – Finding your protocols
- Creating an IBC from an IACUC
- Compare feature
The system, called a-tune tick@lab, has many great features:

IACUC and IBC applications will be completed, signed, and submitted completely in the system – no more hand-written signatures or Word document-based applications.

Access to your IACUC and IBC protocols – any time and any place – all you need is a VPN internet connection if you are off campus. It is mobile friendly.

In the software you can see what review state your protocol is in.
• Modifications are made within the existing approved protocols which means the most current version is always available
• Since this is a web-based system, you can access your protocols from anywhere at anytime with your username and password
• A-tune has a mobile version for tablets and phones
• You will be able to track the progress of your submissions based on the document status of your protocol
• We customized the software extensively to match our current forms and review processes as much as possible
• ORR, AV, and LAR have worked together to make this a one-stop shop from protocol submission to animal ordering and veterinary records
Staff members from the Office for Responsible Research (ORR), Attending Veterinarian (AV) office, and Laboratory Animal Resources (LAR) are holding training sessions.

The TEST2 environment is for PRACTICE. When a-tune goes live on April 4th, 2018, you will be using the PRODUCTION environment at http://vpr005.its.iastate.edu/tickatlab/default.aspx#

There is no connectivity between the TEST2 environment and the Production environment, so be sure when you go to add an active protocol in 2018 to use the Production environment. We will not be able to transfer one in TEST2, it would have to be re-entered in Production.

Register online for one of the a-tune training sessions, or, for more information, please contact Jen Walker (jlwd@iastate.edu) or Cara Fink (clfink@iastate.edu).
Other ways you can help with the transition:

Closing studies that are no longer active. Active studies will need to be entered in the system as new protocols – no need to do this if your study is already complete.

You can submit a continuing review in paper form before October 4th, 2018. This would allow you to keep your protocol in the paper system for a year from that date, unless a modification comes up during the 2nd 6 months.

You also are welcome to put ALL of your current protocols in to the system as soon as you like. This will make it quicker and easier when you need to put in a modification.
You will need to have ISU’s virtual private network (VPN) set up on devices to access the system when not connected to the ISU network – feel free to set this up now. Instructions are found on the ITS website: https://www.it.iastate.edu/howtos/vpn
The software only sends one email for status changes. Please be sure to keep this in mind and respond promptly. The IACUC and IBC Office won’t be reminding you if you have something pending.

Right now, if you let a protocol expire you have 45 days to submit a continuing review to reestablish approval. With this new system, this waiting period is going away. If you let a protocol expire, you will have to submit a new protocol to reestablish approval. However, there is a duplicate file feature that will make this quite easy.
The exercises and practice should be done in this TEST2 environment.

When we Go Live on April 4th, 2018, the PRODUCTION environment must be used. http://vpr005.its.iastate.edu/tickatlab/default.aspx#
Pop up windows must be allowed in your web browser.
Place the URL on the slide into your browser’s address bar and hit enter

The Log In Pop Up window will appear

Enter your NetID in the field for Username Field

Enter your normal password for your email in the Password Field
TEST vs PRODUCTION ENVIRONMENTS

- The TEST environment we are using today for training is a sandbox
  - You can use it to play and learn, but the information in this will NOT be transferred into our final PRODUCTION environment

- When we go live in April 4th, 2018, we will use the PRODUCTION environment:
  http://vpr005.its.iastate.edu/ticketlab/default.aspx#
  - In that environment, what you do will be saved and used going forward

- Do not go back to your office and put in all of your protocols in the TEST environment—please wait until PRODUCTION is ready
This is an example of a homepage in Tick@Lab for a PI.

Other roles may have slightly different modules visible and available for use.

Basic controls:
• Logout – logs out of atune
• Start – takes you back to the homepage
• Profile – user profile information (name, title, email, etc.)
• Refresh – refreshes the page (use this instead of the browser refresh)
• Help – pop-up with a lot of help information for the system. We recommend using this as a helpful resource.
• Info – information regarding the current version of the software
Many controls in a-tune tick@lab rely on right click drop down menus.
On Mac computers, the CNTL key can be held down while clicking to mimic a right click.
On iPads, you can switch to “MOBILE VIEW”, which will create a hover hand at sections where right clicking is required.
   Click on the hand to open that menu and click again to select an option.
The IACUC and IBC protocol forms are located in the “Files & Documents” section of a-tune tick@lab.
The tab that is darker blue is the one that is selected.

If you only see one tab, that means you have access only to that Committee. You simply request access for the other one from ORR if you want to submit the other type of protocol.

The controls are exactly the same for both tabs.

The IACUC tab holds your IACUC protocols. The IBC tab holds your IBC protocols.
Open the list of Protocols

- Click on the plus sign in a blue box just left of the word “Files”

A list of protocol files will open up.
You may have protocols that you have not put in. The a-tune administration team have added test data based on actual protocols in the TEST2 environment.

You may have protocols in the PRODUCTION environment that you have not added yourself. LAR staff have added skeleton protocols (with much of the protocol information missing) in order to utilize the animal management portion of the software. You will still need to add any such protocols to the PRODUCTION environment and the animals on the skeleton protocol will be moved over to the protocol you enter.
The file is the protocol which contains a group of documents. Documents are different versions of the protocol.

The user must open the File in order to see the list of documents inside. Files are opened by clicking on the blue text of the protocol number. (Clicking on the folder icon does NOT open the folder)

Documents must be checked out for the user to be able to edit them. Documents must be checked back in in order for other users to be able to check them out and then edit them.
Only one person may have a document checked out at a time, and only that person may edit the protocol at that time.

Check In and Check Out

- To edit a protocol, it must be “Checked Out”
- When creating a NEW protocol, it is automatically checked out to the creator
- To check out a document, right click on the title and select “Check Out Document” from the drop down list
Icons indicate Checked status

- Checked Out Documents have a green checkmark to the left of their title
The user that has the protocol checked-out will be listed in the list of documents. Please contact this individual directly to ask them to check the protocol back in if you need to check it out to edit it.
You can make custom filters by choosing parameters in the Document filter, and then clicking on the Apply Filter button. The list of files and documents under the word files will populate with only protocols that meet your criteria.

Click the Reset filter button to clear the filter you’ve used to make the list of files and documents complete.

If “Last, Active” is engaged, you will only see the most recent version of that document listed under a file. If a protocol is approved, you will only see the approved version, unless you have started a modification or continuing review, in which case you will see the last approved version AND the modification or renewal version that is in progress.

If “Last, Active” is NOT engaged, you’ll see every version that protocol has gone through.
Pre-set filters are available in the “My Filter Sets” drop-down menu. These are common filters used across all users.
From the Main Menu, navigate to the Files & Documents Module.
Choose the IACUC or IBC tab.
Click on the + sign left of the word Files to expand the list of files.
Use filters or sort by column heading titles to locate the protocol file of interest.
Click on the File Title to open the file, which will list the document(s) within.

You can also sort files by clicking on column headings, such as “IACUC #. One click on a heading will sort alphabetically starting with A's or chronologically starting with oldest. A second click on the same column heading will sort in the opposite direction.
Under the opened File, a list of Documents will be visible. The top one is normally the latest version. Right click on the title of this document and check it out (if you need to edit it). Then click on the title to open the document.
Clicking on the New button launches a new protocol in a pop-up window.

If you click New, and nothing happens, be sure you have allowed pop-up windows and then click new again.

The type of protocol (IACUC or IBC) that is launched correlates with which tab you have highlighted. If the IACUC tab is darker blue, you have that tab highlighted and the New button will launch an IACUC protocol. If the IBC tab is darker blue, you have that tab highlighted and the New button will launch an IBC protocol.

If you can not see the New button, click on the + sign just left of the word “Files”. This opens the list of files and documents and that is where the New button is located.
Chrome:
Option A: when a pop up is blocked, note the red box with a white x in the address bar
Click on this icon and allow popups for the Tick@Lab site

Chrome Popup information:
https://support.google.com/chrome/answer/95472?co=GENIE.Platform%3DDesktop&hl=en

Firefox Popup information: https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting#w_pop-up-blocker-settings


Edge Popup information: https://www.isunshare.com/windows-10/enable-or-disable-block-pop-ups-in-microsoft-edge.html

Safari Popup information: https://support.apple.com/guide/safari/block-pop-ups-and-
Clicking the New button launches this “Initiate File and Document Wizard” window.

The Document template is automatically filled with IACUC if you were on the IACUC tab when you clicked the New button, or IBC if you were on the IBC tab when you clicked the new button.

Proceed by clicking the Next button.

If you want to create an IBC protocol but you see “IACUC Protocol” in the document template drop down, you must close that window. You go back to the list of Files and Documents, and then click on the IBC tab. Then click on the New button, and this “Initiate File and Document Wizard” window will now have the IBC template automatically in the Document Template area.
This is where you add your title.

Notice that the Protocol Number is auto-generated.

The number format will be either:

IACUC – 2 digit year- a 3 digit unique ID number
IBC – 2 digit year – 3 digit unique ID number

Click the “Save and open document” button. This takes you into the actual protocol form.
Notice in the middle section of the page there is a Protocol Category section with IACUC type. If you had created a new IBC, this would say IBC type.

The drop down allows you to choose the type of protocol you would like to create. This mimics our current paper system so you may choose from the following options:

For IACUC:
- Research
- Teaching
- Breeding

For IBC:
- Research/Teaching
- Breeding
- Field Release
- Exempt
When you select a type, the tabs on the left and the questions throughout the form do change based on the content needed for that protocol type. For instance, breeding protocols are the only type with breeding related questions.
Overview of Controls

- The **Back** button returns you to the previous page of list of files & documents, but it does NOT save.
- The **Attachments** button allows you to attach a document
- The **Review** button is used in the review process of the protocol
Save: Saves the file – use if you want to save and keep working in the protocol.
Save & Check-in: Saves the file and checks it in so that another person could check it out to edit it.
Save New Version: Saves a separate and new version of the file.
Print PDF: You would again choose your type of form. This prints a pdf of the file, and displays it in a pop up window. You can print to paper from the pdf.
Compare Version: Allows you to select a previous version of the file to compare this open version against.
Validation: Runs the file through a series of checks and will display messages at the top of the screen under “BACK TO MAIN MENU” that tell if validations were successful or not.
The options that appear under Workflow change based on the status the document is in (draft, for signature, IACUC office review, etc.)

For Signature moves the protocol into the signature state to be signed by the PI. This is the first step in submitting to the IACUC/IBC office.
This system does NOT auto save

- We recommend you save often
  - under the Action drop down menu
- You do not have to save between tabs to move forward, but we strongly recommend saving as often as possible.
- The system does time you out after an hour, and any unsaved changes will be lost
- The Back button inside a protocol form takes you out of the protocol without saving
- Closing your browser window does not save and unsaved changes will be lost
The File level of a protocol has a drop down menu (from a right click) that includes an option to Duplicate File.

The Documents of a file do not have this option. You must right click on the text of the File level of a protocol to have this option.
Creating a New Protocol from a Previous Protocol

- The new File is added to the list of Files and is automatically checked out to you
- The new File will have the old information and may now be edited

When you choose the Duplicate File option, a new file is generated and it will have a new protocol number and appear in your list of files and is automatically checked out to you.

This new file will have all of the information in it that the file you used to create it did. Now you can go in and edit the information to meet any changes you need.

This is especially useful for 3 year (IACUC) and 5-year (IBC) renewals, and for protocols that you may be taking over for another PI.

Please do thoroughly review all of the information in the new document to ensure it reflects how you want to carry out this current protocol.
Notice tabs down the left side. These tabs help group the questions of the protocol.

When you click on a tab, it will turn a darker blue. The content in the middle section of the form will change to include the questions relevant to that tab.

Many of the questions are radio button or text box. Some questions use software specific controls that we will explain in this training.

We strongly recommend filling out the protocol form starting with the top tab and working down. Some of the questions build on information from previous questions. For instance, the Experimental design tab questions may not be answered until you have entered information on the Species tab.
Reminder: Save your work as you go

Hover over the Action menu, then click “Save”
Checklist:

- Create a new IACUC or IBC Protocol
- Give it a title
- Save it
• There are Edit selection buttons under each category of personnel and there are several categories. They each have different roles.

• The principal investigator - there can only be one principal investigator. The person who initiated the new protocol will automatically be entered in this category. In order to change it, you must delete that person, and then add the actual PI.

• Co-investigators are able to edit the protocol.

• Research Personnel including animal ordering - The PI and the Co-investigators need be listed under this so they're included in the training table.

• Research personnel excluding ordering – differs from other research personnel only in that they are not allowed to order animals.

• Animal Care and Veterinary Support Staff - these will be people doing procedures on the animals but not doing research procedures.

• Pre-reviewers in this case is like a colleague - if you want a colleague to pre-review a protocol before submitting.

• Signer is auto-populated with the creator of the protocol. This individual must be the same as the PI. If you are creating a protocol for someone else, please be sure to change this category as well.
• When you click on a person or team to select them, they appear in a list at the very bottom of this window. Be sure to scroll all the way to the bottom to see this list.

• Be sure to add PI and CoPI to “research personnel animal ordering” group

• In the near future, we will have a list of all roles and their permissions along smart sheet for you to fill out with the names of your personnel. This will help identify who should have which roles.

• Clicking the “+” sign shows a list of teams or groups.

• Clicking the word “Teams” shows a list of individuals in alphabetical order

• Clicking the green “+” to the right of a group name adds all members within that group
If you know that a person is in atune, but you can’t find them under this category, they likely do not have the role that you are trying to put them under. Contact ORR to give that person that role, or put this information into the table at the bottom of the page for new personnel – just indicate which role you want this person to have.

Once a person is added to you team, they will always show up in your team, unless you ask ORR to remove them.
The Signers category personnel will be required to sign the protocol before it is allowed to be submitted to the IACUC or IBC Committees.

This system is eliminating the Department Chair signature that was required on the paper form.
The IACUC or IBC Office will add the people in this table as users in a-tune.

People can be on multiple teams. You may indicate their primary team.
• Euthanasia training should also be selected for planned and unplanned euthanasia, as the individual performing this will need to have taken training.

• As a reminder, training must be completed prior to submission to the IACUC/IBC office.

• The clear grey boxes (not the blue) are the ones to select.

• Please do not select the grey boxes by the headings.

• Only the CITI and AALAS options are required.

• You may utilize the Optional trainings for your records.

• You must click the Refresh button to have the table populated.

• The PI and Co-Investigators must be added to the personnel category (on the personnel tab) in order for them to appear in this table. If they are not in the table, please go back to the personnel tab and add them to the category Research Personnel - Animal Ordering.
Up to this point, we have demonstrated controls that would be the same for IACUC or IBC protocols.
Multiple species can be added in this pop-up. All species selected will appear under “Current selection” section of the page.

- You must click on the text of the species name (not the blue box to the left).
- When the species listed at the bottom of the window is complete, click the Apply current selection button.
• Click the “Add new row” button
• Fill in the pain category, species and number of animals
• If you need more rows, click the “Add new row” button and create as many rows as you need.
• **NOTE:** The numbers of each species here MUST match with the numbers of each species on the Animal Numbers Tab or the protocol will not be allowed to be submitted. This is one of the validation steps.
• If you have one species with different pain categories, you use multiple rows, one for each pain category.
• You may add one experimental design or multiple. The number is up to you.
• Teaching protocols – it is recommended to use one experimental design per teaching lab.
• Click on the + sign on the line for species to open a drop down list of species (that is from the species you selected on the species tab).
• For each experimental design created, a tab will be made and questions under that tab will appear. Each tab needs to be filled out.
Add an Experimental Design

Click "Add" and repeat as necessary.
• Notice that there is a tab for each experimental design you created on the experimental design tab.
• You must add animal numbers on each tab (except on the total tab).
• Click the Add/Edit Calculation button to launch a pop up window.
• If the same animals are used for multiple designs, count the animals on the first design and indicate “0” for subsequent designs. Then, clarify this in the animal numbers justification question.
• It is critical that you get the name of the species you want to do the calculation for into the right hand box.

• You can move a species to the right hand box by double clicking on the species name, or by highlighting the species and clicking on the double arrow.

• Click on the blue text that says new row.

• The IACUC office only requires a maximum number of animals used. The animal number module has the function to use calculations, but this is not required.

• If multiple experiments use the same animals, these animals should only be counted once. If the animals have been accounted for in the first experimental design, use “0” for subsequent calculations.

• If you want to learn more about the calculator function of this module, please refer to the Help menu in a-tunes.
The total tab shows you all of the numbers for each experimental design.
You can save your protocol before the validation is successful.

You can NOT submit your protocol to the Committee for review until the validation is successful.
Validation Check

- Successful Validation:

- Failed Validation:
Continue Filling in the Form

- Look at each tab, and each question on that tab, and fill in/answer as appropriate
- Use the Action drop down menu to SAVE frequently
Click the Add/Edit Procedures & Surgeries button.

A pop-up window will open where you can add procedures and surgeries, and indicate which species will experience which procedure or surgery.
Click on the + sign to open a list of pre-entered procedures and surgeries.
In the top section, use the + sign to open a list of pre-entered procedures and surgeries. Locate the procedure of interest, click the check box next to it. You may select several at once. Once you have your list, it is important to select the Apply button, and ALSO click the Add button.

If you don’t see the procedure/surgery you want on your protocol, move down to the section labeled Manually Described Procedures & Surgeries. Ignore the Type drop down, we are not using it. Fill in the Name and Description, and click on the Add button just above the Name.

Each time you click Add, it will add that procedure or surgery to a list at the bottom of this pop-up window under the heading Selected Procedures & Surgeries.

If there are multiple species on an experimental design, be sure to select the appropriate species to each selected procedure or surgery on the “Assign species” tab.

*** It is important to click the “Accept Selection” button when you are done adding procedures and surgeries. This is what adds them into your protocol.
Please read the pre-entered procedures or surgeries descriptions that are populated from the database, and edit them to reflect what you will actually do for your protocol.

The far right icon on the text box toggles on and off a track changes type feature.

- Red strikethrough indicates deleted text
- Green underline indicates added text
Checklist

- Choose a procedure & surgery that is pre entered
- Enter a manual procedure
- Save your protocol
Save one last time before submitting.

Must be in a state that includes a “For Signature” option under workflow (e.g. Draft, For Review)

The “For Signature” option is the first step in the process for submitting for IACUC or IBC office review.

Adding a comment to the pop-up window is optional.
It may seem redundant to send the protocol to the “For Signature” state and then to the “Signatures’ state, but this flow is in place for situations where a graduate student or scientist has created and drafted the protocol. They would send the protocol to the “For Signatures” state, and the PI of the protocol would need to log in and sign the protocol in the “Signatures” state.

If you are both the drafter of the protocol and the PI, you do both steps.

As the PI, within the protocol that is in the “Signatures” status, go to Workflow. Click on “Signatures”. A pop up appears. As the PI, sign with your NetID’s password. Click the “Sign” Button.

A timestamp of your signature will appear in the pop-up window.

Close the window by clicking the text “Close Window” in the top left corner. This refreshes the database. Closing the window with the top right “X” does not refresh the database. You would want to click on the word Refresh to do so if you closed it that way.
If you realize you need to make a change after it’s been submitted, you will need to contact ORR. You won’t be able to make any changes when the protocol is under review.
Draft Status: A user has created and saved a protocol

For Signature: A user has completed the protocol and the PI needs to sign it

Signatures Status: The PI signs the document

IACUC Office Review Status: The document has been submitted to the IACUC office

IACUC eReview and DMR: The committee is currently reviewing the protocol

For Revision Status: May occur following IACUC (IBC) office Review, DMR review, or a pre-review

Full Committee Review Status: The document will be reviewed at the next full committee meeting
Draft Status: A user has created and saved a protocol
For Signature: A user has completed the protocol and the PI needs to sign it
Signatures Status: The PI signs the document
IBC Office Review Status: The document has been submitted to the IBC office
Subcommittee Review Status: The committee is currently reviewing the protocol (Continuing Reviews and minor modifications)
For Revision Status: May occur following IBC office Review, subcommittee/full committee review, or a pre-review
Full Committee Review Status: The document will be reviewed at the next full committee meeting
Checklist

- Submit your drafted protocol for review
- Go through the For Signature and Signature statuses to submit to IACUC or IBC Office Review
Any document in the status “For Revision (xxx)” is ready for you as the PI to respond to review comments.
For Revision Status

- Remember to edit the protocol to address review comments, not just respond to comments.
- To edit, the PI must check the document out.
- Once the PI has addressed the comments, they must SAVE the document, and send it back to the office review state.
Open the document. Read the comments in the review module by clicking on the “Review” button.

Respond to Questions

- Locate protocol in “For Revision” status utilizing document filters, if needed
- Check out the document so it is editable
- Open the protocol by clicking on the text of its title
Address the comments within the protocol itself, but also respond to the comment in the review module to state if the item has been updated/corrected/etc. OR respond with information or justification for not making recommended changes in the protocol itself.
Comments are made on the tabs that are specific to where the concern is in the protocol.

Note that the “All” tab at the bottom is selected, which is why all comments appear in the main window.
If you address the comment within the protocol itself, please say fixed or done in response to a comment.

If you need to provide justification, please do so in the responses area of the comment.
You must have the document checked out to make any changes into the protocol itself.

If you are in the document (protocol), go to the Action menu drop down and select “Check out” to check it out.

Remember to use the Action Menu to Save it before you submit it back to the office for review.
This works the same for IBC

Note once you have clicked IACUC Office Review, the document will now be in the IACUC Office Review state again.

The workflow menu does change based on the state the document is in.

PIs may have a withdrawn option – to be used if you would like to remove the protocol from the review process.
Checklist

- Use the document filters to find a protocol that is in the for revision status
- Respond to a comment, publish
- Edit the protocol address the comment
- Save the document
- Send back to the IACUC or IBC Office Review Status
Reminder: only one submission can be submitted and in the review process at a time. Keep this in mind if your continuing review date is approaching or you have multiple modifications.

Only approved protocols have the option to do an Annual Review (Continuing Review) or Amendment (Modification).

Clicking on the Annual Review or Amendment option creates a new version of the document.

If the controls within the protocol are greyed out, go to the Action Menu and click on Check-Out.

Make changes as desired throughout the form and also fill in the appropriate Amendment or Annual Review Tab, which have questions specific to an Amendment or Annual Review, respectively.
You can do an Annual Review AND a Modification at the same time. Be sure to select “Annual Review” on the left click drop down from the document list and complete both the Amendment and Annual Review tabs.

Only one submission (version) may be in the review process at one time. You may NOT have an amendment under review and then submit another amendment or annual review concurrently. You will have to wait until the first amendment is approved before you may start another amendment or an annual review.
This feature is available from the Files and Documents list.

You must left click on the FILE level of the protocol. This does not work for the document level of the protocol.

This is a one time transfer, so be sure your IACUC is as complete as possible before you create an IBC from it. Any modifications made to either protocol must be made to both, if relevant.
You will now need to have one IACUC for each IBC and vice versa.

Feel free to use the duplicate file feature to create additional protocols.
Creating an IBC from IACUC

Please leave the auto populated title. You may add a descriptive title of your choice AFTER that title.
Data from the IACUC from the Personnel, General Information, IACUC Information (or Breeding information for a breeding protocol) and EH&S is transferred to the IBC.

However, additional questions are asked on those tabs in the IBC protocol form, so please review those tabs and ensure all questions are completed.
The compare feature is available from within a protocol (IACUC or IBC).

Under the Action menu, click Compare Version.
A list of the previous versions of this open document will appear.

Click on the radio button to the left of the version you would like to compare the open version to.

Click OK.
The “Open all” button expands the pop-up window to list all changes found between the two versions.
Within the protocol itself (versus the pop-up window), changes are also highlighted with yellow orange boxes with the same green underline for insertions and red strikethrough for deletions.
The compare feature will remain on until you click the “Stop comparison” button.