Introduction to a-tune tick@lab

Jen Walker, Assistant to the Attending Veterinarian
Cara Fink, IACUC Post-Approval Monitor
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
What is a-tune?

- Web-based protocol submission system for IACUC and IBC
- Integrate protocols, animal procurement and management, veterinary medical records
- Track animal orders and use
Benefits

- One document, always current with modifications incorporated
- Available in one place 24/7 from anywhere
- Mobile friendly
- See where protocols are in review process
- Meticulously selected and customized to match current forms
- One-stop-shop
When?

• Our planned Go Live Date is April 4, 2018

• We continue to schedule training, please visit the ORR website for the latest offerings: www.compliance.iastate.edu
Roll-out process

• First 6 months (April 4th – October 3rd, 2018)
  • New protocols only will go into a-tune
  Continuing reviews and modifications will stay in the paper form

• After 6 months (October 4th, 2018):
  • All submissions go in a-tune as a new protocol
    • This includes any modifications to protocols currently approved in the paper format
Access for tick@lab software

- The a-tune administration team must create a user profile for you before you can log into Tick@Lab
- Once you have a profile, you can log in with your ISU NetID and Password
- The software works in all web browsers
- Off campus, you will need a VPN connection – instructions can be found at the ISU IT site: [https://www.it.iastate.edu/services/vpn](https://www.it.iastate.edu/services/vpn)
Emails

- Emails will be sent automatically from tickatlab@attune.com at certain status changes.
- Emails will include a link directly to the protocol.
- Continuing Review reminders will also come from this email.
- No longer a 45 day waiting period between expired and closed protocols.
Log in to tick@lab software

- Test2 environment for testing: https://vpr003.its.iastate.edu/tickatlab_test2/default.aspx#
- Use your NetID and password to log in
Log In Pop up Window

Authentication required

https://vpr003.its.iastate.edu

Username:

Password:

Log in  Cancel
Checklist

- Log in to the Test2 environment with your NetID and password

  - https://vpr003.its.iastate.edu/tickatlab_test2/default.aspx#
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/tickatlab/default.aspx#](http://vpr005.its.iastate.edu/tickatlab/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
Homepage
Right Click on Macs & iPADs

- Macs can use CTRL + click to mimic a right click
- Macs and iPads can use “Switch to Mobile” to have a hand hover over right click menus
Navigate to Protocol Forms

- Click on the blue banner text “Files & Documents”
Choose Committee

The image shows a screenshot of a webpage from the Office of the Vice President for Research at Iowa State University. The page is titled "Choose Committee" and includes a list of committees such as IACUC and IBC. There are options for filter and search, with a dropdown menu for selecting filter sets and buttons for applying or resetting filters. The webpage has a tabbed interface with sections for files and documents.
Open the list of Protocols

- Click on the plus sign in a blue box just left of the word “Files”
If you have any protocols started, they will appear in this list.

<table>
<thead>
<tr>
<th>No. of entries: 2</th>
<th>AUP#</th>
<th>File title</th>
<th>File created</th>
<th>File status</th>
<th>Last file status change</th>
<th>Expiration date</th>
<th>Document status</th>
<th>Last document status change</th>
<th>1st approved</th>
<th>Principal investigator</th>
<th>Version</th>
<th>AUP Cat.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IACUC-17-112</td>
<td>Evaluating the impact of low lev...</td>
<td>27-Sep-2017</td>
<td>Initiated</td>
<td>27-Sep-2017</td>
<td>---</td>
<td>IACUC eReview</td>
<td>03-Oct-2017</td>
<td>---</td>
<td>TEST_INV1, IACUC Investigator</td>
<td>13.0</td>
<td>---</td>
</tr>
</tbody>
</table>
Files & Documents

This is a File

This is a Document

<table>
<thead>
<tr>
<th>File ID</th>
<th>File Title</th>
<th>File Created</th>
<th>File Status</th>
<th>Last File Status Change</th>
<th>Expiration Date</th>
<th>Document Status</th>
<th>1st Approved</th>
<th>Principal Investigator</th>
</tr>
</thead>
</table>

Documents/Versions in File

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Version</th>
<th>File Created</th>
<th>File Status</th>
<th>Last Document Status Change</th>
<th>Document Status</th>
<th>Principal Investigator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breeding Protocol 1</td>
<td>9.0</td>
<td>03-Nov-2017</td>
<td>03-Nov-2017</td>
<td>Approved</td>
<td>03-Nov-2017</td>
<td>TEST_INV1, IACUC Investigator</td>
</tr>
</tbody>
</table>

Office of the Vice President for Research
ORR/AV

Iowa State University
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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>---</td>
<td>cara test breeding iacuc to ...</td>
<td>1.0</td>
<td>27-Oct-2017</td>
<td>03-Nov-2017 Draft</td>
<td>10-Oct-2017</td>
<td>TEST_INV1, IACUC Investigator</td>
<td></td>
</tr>
</tbody>
</table>
Icons indicate Checked status

- Documents that someone else has checked out are indicated by a red circle with slash
- These cannot be edited by anyone except the user that has them checked out
Document Filters

Click “Apply Filter” to run the filter and display the results in the “Files” Section.

Documents that meet the filter criteria are listed here.

You may reset the filter so that all documents are listed by clicking this button.
Once you select a filter, must click on the “Apply Filter” button to run the filter
Locate a File

- Filter & Search
  - Apply filter
  - Reset filter
  - My Filter Sets: In Use (applicationwide.default)
- Operation between different filter criteria: AND
- Operation between multiple selections within the same criterion: OR

- Files
  - New
  - No. of entries: 189

<table>
<thead>
<tr>
<th>IACUC #</th>
<th>File title</th>
<th>File created</th>
<th>File status</th>
<th>Last file status change</th>
<th>Expiration date</th>
</tr>
</thead>
</table>
## Locate A Document

|---------------------|----------------|---------|----------------------|------------------------|-----------------|---------------------------|------------------------|
Creating a New Protocol from Scratch
Allow Pop Ups

- a-tune tick@Lab uses pop up windows in many areas
- If something does not work as expected, always check that pop ups have been allowed
- Each browser type has its own way of allowing pop ups
Creating a New Protocol

If nothing happens, be sure your pop up blocker is turned off and repeat.
Creating a New Protocol
Creating a New Protocol – Select type
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.
Overview of Controls

- The **Action** button displays a drop down list of options:
- This is where you **SAVE** the document
Overview of Controls

- The **Workflow** button displays a drop down list of options
- This is where you **SIGN** and **SUBMIT** the document
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
Creating a New Protocol from a Previous Protocol

Right click on the file title to get a drop down menu
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
Filling out a Protocol

Navigate through the protocol by clicking on tabs.
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
# Adding Personnel

**Protocol Category**

**Policy**

**Personnel**

**General Training**

**General Information**

**Species**

**Experimental Design**

**Animal Numbers**

**Injections/Inoculations**

**Procedures & Surgeries**

**Procedures Training**

**Verification**

**Anesthesia/Analgesia**

**Field Studies**

**Animal Husbandry/Housing**

**Animal Monitoring**

**Veterinary Care**

**Transportation**

**Euthanasia/Disposition**

**EH&S**

**PI Certification**

---

**IACUC Details: IACUC-17-133 "Test protocol - enter title here", v.1.0, Initiated/Draft**

**Protocol Category**

**Policy**

**Personnel**

**General Training**

**General Information**

**Species**

**Experimental Design**

**Animal Numbers**

**Injections/Inoculations**

**Procedures & Surgeries**

**Procedures Training**

**Verification**

**Anesthesia/Analgesia**

**Field Studies**

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**Animal Monitoring**

**Veterinary Care**

**Transportation**

**Euthanasia/Disposition**

**EH&S**

**PI Certification**

---

**Adding Personnel**

Please provide the names of all personnel who will oversee or conduct work under this protocol, including the Principal Investigator.

- **Principal Investigator**
  - The Principal Investigator is responsible for all work conducted under this protocol and can edit the information. The Principal Investigator MUST be added under the section titled "Research personnel (including animal ordering)."

  - **Last name**
  - Fink
  - **First name**
  - Cara

- **Co-Investigators**
  - The Co-Investigators can edit the information in this protocol. They are also the alternate contact for the protocol. If the Co-Investigators are performing any live animal work, they MUST be added under "Research Personnel (including animal ordering)" or "Research Personnel (excluding animal ordering)."

  - **Last name**
  - First name
  - **Edit selection**

- **Research personnel (including animal ordering)**
  - Research Personnel conduct research procedures using animals under this protocol and are authorized to order animals. The Principal Investigator MUST be added under this section. The Co-Investigator MUST be added under this section if conducting animal work and ordering animals.

  - **Last name**
  - First name
  - **Edit selection**

- **Research personnel (excluding animal ordering)**
  - Research Personnel conduct research procedures using animals under this protocol but are not authorized to order animals. The Co-Investigator MUST be added under this section if conducting animal work and not already listed above.

  - **Last name**
  - First name
  - **Edit selection**
Adding Personnel

Sort by teams or individuals by clicking on “Teams”

Add all members listed under a team by clicking the +
Adding Personnel

- List of selected personnel will appear at the bottom
- Delete if necessary
- Then click “Apply current selection”
Signers

- The PI must be added to the Signers category
- The user who started the protocol will be added here automatically by the software
- If that user is not the PI, they should delete themselves and add the PI to the Signers category

If you are not the PI, for today’s practice please make yourself the ONLY PI and Signer, so we can move the protocol forward in the review process.
Adding a new user

- The personnel tab has a table at the bottom where you can indicate you have additional users that are not already in the system.

Expand a table by clicking into the textbox and hovering over this corner.
Check Training

Required General IACUC Protocol Training

Select the required general IACUC training. You must select CITI Working with the IACUC and may need to select AALAS if euthanasia will be performed on this protocol. This training is verified below.

- IACUC Protocol Training (Do NOT select the checkbox by this heading, or the Required or Optional headings)
  - Required
    - CITI Working with the IACUC
    - AALAS AVMA Euthanasia Guidelines (required if performing euthanasia)
  - Optional

You must select the “required” training(s)

Click “Refresh” to check if the training has been completed

Required General IACUC Training for Study Personnel

General IACUC Protocol Training is required for all personnel prior to protocol submission and approval. The matrix below shows the current training status of all personnel.

Click the edit selection button(s) on the Personnel tab to add names to each personnel group. Then select the relevant trainings in the Required General IACUC Protocol Training section above. Once trainings are selected, click the refresh button below and a list of required training appears. For each training, the table shows if the personnel have completed the training and it has been documented in their tick@lab user profile. The PI is responsible to ensure that all listed personnel have completed the required trainings.

Last update: 02-Nov-2017 4:00:17 PM

<table>
<thead>
<tr>
<th>Fink Cara</th>
<th>TEST_INV1</th>
<th>TEST_INV2</th>
<th>TEST_INV3</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITI Working with the IACUC</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>AALAS AVMA Euthanasia Guidelines (required if performing euthanasia)</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>
IBC Only PIs

- We will now present on IACUC related information
- IBC Only PIs and Staff may play in the system and answer questions in the form while we do this
Adding a Species

After clicking “Edit selection”, make your selection in the pop-up window then click “Apply current selection”.

Office of the Vice President for Research
ORR/AV

Iowa State University
Add USDA Pain category with numbers
Add an Experimental Design

**Name your experimental design(s)**

**Assign species to your experimental designs by checking and click “Apply”**
Add an Experimental Design

For a Research Protocol an experimental design includes all procedures that may be performed on one group of animals from arrival to euthanasia. Protocols may have only one experimental design or animals maybe used in more than one design. For a Teaching Protocol please describe each animal laboratory within the course by completing this tab.

**Add Experimental/Breeding/Teaching Lab Design**

To add a new experimental design, provide name of the experimental design and click "Add experimental design". To change order of experimental designs use up/down buttons in the experimental design list.

**Name of Design**: [Text Input]

**Species**: [Dropdown]

<table>
<thead>
<tr>
<th>Design</th>
<th>Species</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design 1</td>
<td>Mouse (Mus musculus)</td>
</tr>
<tr>
<td>Design 2</td>
<td>Mouse (Mus musculus)</td>
</tr>
</tbody>
</table>

**Experimental Design Summary - IACUC**

Briefly explain the relationship of the experimental designs listed above and attach a timeline of events. This is meant to be a high level summary as specific details will be provided below.

Please briefly explain the relationship of the experimental designs. This is meant to be a high level summary as specific details will be captured elsewhere.
Selecting Animal Numbers

IACUC Details: IACUC-17-133 "Test protocol - enter title here", v.1.0, Initiated/Draft

- Protocol Category
- Policy
- Personnel
- General Training
- General Information
- Species
- Experimental Design
- Animal Numbers
- Injections/Inoculations
- Procedures & Surgeries
- Procedures Training
- Verification
- Anesthesia/Analgesia
- Field Studies
- Animal Husbandry/Housing
- Animal Monitoring
- Veterinary Care
- Back
- Attachments
- Review
- Action
- Workflow


**Design 1**

**Design 2**

**Total**

**Number of animals**

Click on add/edit calculations to put the range of group size (min-max). Factors are number of animals per group first, then number of groups per study and lastly number of studies per year. If this is a pilot study or training, customize the factors for the proposed study design.

**Add/Edit Calculation**

**Animal Numbers Justification**

Describe how the number of animals needed for the study was determined.

The Guide recommends that the number of animals should be the minimum number required to obtain statistically valid results. A power analysis is strongly encouraged to justify group sizes when appropriate.
Selecting Animal Numbers

Select species, then click “New row”

Enter the maximum number per species, then click “Apply calculation”
Selecting Animal Numbers

Numbers appear in the table, repeat for all experimental designs.
Validation Check

- One major validation check is that the number of each species matches between:
  - The USDA Pain Category table on the Species Tab
  - The Animal Numbers Table on the Animal Numbers Tab
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
Procedures & Surgeries

List all procedures that will be used for each experimental design tab below.

No. of entries: 0

Description of Procedures & Surgeries

General descriptions for each procedure chosen are inserted into the text field below. These are the descriptions predetermined by the IACUC. If you make modifications, the changes will be tracked and the revised description will be reviewed by the IACUC for approval.
Two types of Procedures & Surgeries entries

- “Procedures & Surgeries”
  - Pre-entered
  - Select, Apply, Add, Accept Selection
- “Manually Described Procedures & Surgeries”
  - You add the Name and Description
  - Add, Accept Selection
Procedures & Surgeries

- Fill out both the “Choose Procedures” and “Assign Species” tabs
Procedures & Surgeries

Description of Procedures & Surgeries

General descriptions for each procedure chosen are inserted into the text field below. These are the descriptions predetermined by the IACUC. If you make modifications, the changes will be tracked and the revised description will be reviewed by the IACUC for approval.

Balance Beam, modified:
Balance Beam Behavioral Test Procedures

Fine motor coordination and balance will be assessed using the balance beam. The beam apparatus consists of a square wooden rod suspended across the top of the long axis of a plastic storage container. The container will be lined with absorbent padding to cushion falls and to catch waste. The rod is suspended 35 cm above the container floor. A bright light (aversive stimulus) will illuminate the start position. The start end of the beam is held down by an under-rim wire that runs across top of beam. At the other end is a black cylindrical box containing bedding material. Once the mouse reaches the box, it will be allowed to rest there 10-15 sec before being removed. The distance to be traversed is 50 cm. Two different diameter rods will be used. Mice will be trained on 12-mm rod and, depending on experimental needs, tested on 12- and 6-mm wide beams. Training involves performing the beam-walk in reverse. Begin by first placing the mouse in the nest box for 13-20 sec. Then remove the mouse and place him on the rod just outside the nest box. If the mouse enters the nest box, wait 10 sec before removing him. Now place him a few centimeters farther away from nest box. Follow each successful traversal to the nest box by placing mouse farther away, and repeat this process until the entire rod has been traversed. Any segment (distance) of this training can be repeated depending on how quickly the mouse learns to walk to the nest box once. Treats, finger-prodding, and hovering a bright light over the mouse can all be used to train or motivate mice to cross the beam. There will be 1-2 days of training. Pre- and post-treatment testing will involve one day each of 2-5 trials per beam. We will measure the time required to traverse a 45-cm segment of the beam delimited by green tape. Other parameters can also be recorded such as the number of paw slips that occur during the traversal. The latter might require video-recording each beam-walk.

Procedures can be edited. Changes can be tracked by clicking the far right button.
Checklist

- Choose a procedure & surgery that is pre entered
- Enter a manual procedure
- Save your protocol
Submit a protocol for Review

- Workflow Menu
  - Select “For Signature”
- A pop up window will appear
  - You may make a comment, this is permanently there
- Click “OK”
- Changes Status to “For Signature”
Sign the document

- Workflow Menu
  - Select “Signatures”
  - A pop up appears
  - Read
  - Sign with your NetID’s password
  - Click “Sign”
  - Close window
Status Change

- Signing the document moves it from the Status “For Signature” to the status “IACUC (or IBC) Office Review”
- The file is now in the review process and the PI/Personnel may not make any further changes until or if it is sent back for revisions
IACUC Document Status Types

- Draft
- For Signature
- Signatures
- IACUC Office Review
- IACUC eReview
- For Revision
- DMR
- Full Committee Review
- Approved
IBC Document Status Types

- Draft
- For Signature
- Signatures
- IBC Office Review
- For Revision
- Sub Committee Review
- Full Committee Review
- Approved
Checklist

• Submit your drafted protocol for review
• Go through the For Signature and Signature statuses to submit to IACUC or IBC Office Review
Review of a document

- When a protocol is reviewed, there will be comments in the “Review” module
- The PI can address these comments when the document is in the “For Revision” status
- The PI needs to revise the document in addition to replying to 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.
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
Open the Review Module

Open the review module by clicking on the “Review” button
The Review Module

<table>
<thead>
<tr>
<th>Tab</th>
<th>Subject</th>
<th>Author</th>
<th>Responses Started on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>Transportation</td>
<td>---</td>
<td>03-Nov-2017</td>
</tr>
<tr>
<td>Procedures &amp; Surgeries</td>
<td>Procedures &amp; Surgeries</td>
<td>---</td>
<td>03-Nov-2017</td>
</tr>
<tr>
<td>Personnel</td>
<td>Personnel</td>
<td>---</td>
<td>03-Nov-2017</td>
</tr>
</tbody>
</table>

“All” tab shows a list of all comments
• Click on the Comment in the list
• A text box appears
• Respond – you can say done or fixed, etc.
• Click the “Respond” or “Respond & Back” button to save your response
Address the Comment within the Document too

- Navigate in the document to the tab the comment was about
- Edit the document to address the comment
- Save the document
Send the protocol back to the Office Review State

• Respond to all comments in the Review Module
• Edit the protocol itself to address comments as needed.
• Save the protocol
• Send it back to IACUC or IBC Office Review
  • Under Workflow click IACUC or IBC Office Review
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
Continuing Reviews and Amendments

- Find your approved protocol
- Right click and select “Annual Review” or “Amendment”
- Go into protocol and make any changes
- Route protocol as shown before
Creating an IBC from IACUC

Right click file level, then select “Create IBC Form”
Creating an IBC from IACUC

Reminders:

- One time data transfer – changes going forward are separate
- Joint IACUC and IBC will need to be 1:1
- Any modifications need to be made on both
Creating an IBC from IACUC

Initiate File and Document Wizard

Document Template

Please select the document template you like to use.

Document Template: Institutional Biosafety Committee Protocol (IBC)

Next

Initiate File and Document Wizard

Save and open document

Please provide a meaningful short description for the file.

Title: IBC created from IACUC-17-131

Protocol Number: IBC-17-54

Save and open document
Creating an IBC from IACUC

Relevant information is transferred from the IACUC on highlighted tabs.
Compare feature

- Compares current version of protocol with previous versions
Compare feature

- Select the version to compare to based on document status
Compare feature

- List of changes appears in pop-up
- Deletions in red
- Additions in green

<table>
<thead>
<tr>
<th>Personnel (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Investigators</td>
</tr>
<tr>
<td>Last name</td>
</tr>
<tr>
<td>TEST_INV1</td>
</tr>
<tr>
<td>TEST_INV2</td>
</tr>
<tr>
<td>TEST_INV3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research personnel (including animal ordering)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name</td>
</tr>
<tr>
<td>TEST_LT1</td>
</tr>
<tr>
<td>TEST_LT2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Animal Care and Veterinary Support Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name</td>
</tr>
<tr>
<td>TEST_VET1</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>General Information (3)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Species (1)</th>
</tr>
</thead>
</table>
Compare feature

- Changes are also highlighted within the protocol
- Click the arrow to collapse/hide details
Compare feature

• Click “Stop comparison” to turn off the compare feature