



## Accessing a Submission

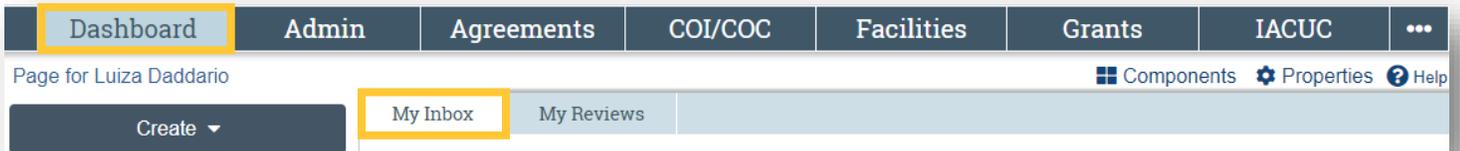
Access to protocols, follow-on submissions, and associated activities varies depending on the user's role within RAMP. RAMP role types determine what can be viewed or performed during various record states. This training guide provides users with instructions on where submissions can be accessed across throughout the IACUC protocol workflow in RAMP.

## Finding Assigned Submissions

Submissions assigned to a user, such as:

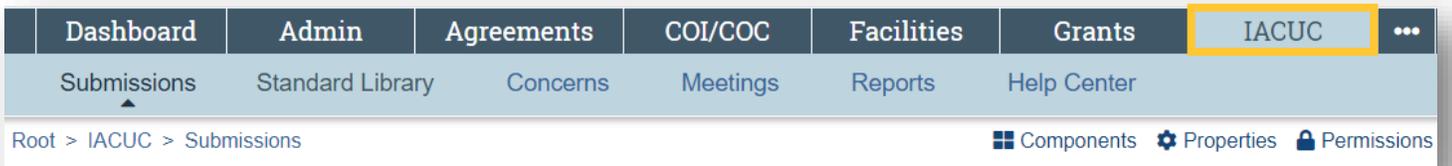
- Submissions being actively worked on by **Principal Investigators (PIs) and team members**
- Submissions assigned to **reviewers** for evaluation can be accessed in **My Inbox**.

Upon logging into the IACUC system, the **General Dashboard** page will typically be displayed. If the dashboard does not appear automatically, it can be accessed by selecting **Dashboard** from the **Top Navigator**.



Once the desired record has been located, select the hyperlinked name of the submission to open the protocol submission page.

Another way to access your reviews is by selecting the IACUC tab.





After selecting, navigate to the desired state of the record.

In-Review Active Archived All Submissions						
Filter by <span>?</span> ID <span>▼</span> Enter text to search <span>🔍</span> <span>⚙️</span>						
+ Add Filter ✕ Clear All						
ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name
IPROTO20240000011 FS		12/28/2024 12:00 AM	Designated Reviewer Assignment	New Protocol Application	Jennifer	Fortney

## Submissions in Review

Submissions in the following states:

- **Grace Period state**
- **Awaiting meeting or reviewer assignments**
- **Undergoing review and clarification** (pre-review by IACUC staff, veterinarian verification or VVC, IACUC full committee or designated reviews, etc.)

Submissions for which an IACUC decision has been made but not yet communicated to the protocol team can be accessed in the **In-Review** tab under **Submissions**. To access this, select **IACUC** from the Top Navigator, then click on **Submissions**, followed by selecting the **In-Review** tab.

Dashboard	Agreements	COI	Facilities	Grants	IACUC	IRB	...
Submissions	Standard Library	Concerns	Inspections	Meetings	Reports	Help Center	
... > IACUC > Submissions							
<h2>Submissions</h2>							
Search <span>?</span> <input type="text"/>							
Create Concern							
Create Research Team							
Create Protocol							
In-Review Active Archived All Submissions							
Filter by <span>?</span> ID <span>▼</span> Enter text to search <span>🔍</span> <span>+</span> Add Filter <span>✕</span> Clear All <span>⚙️</span>							
ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name	
IPROTO202500000004	Animal Research	1/27/2025 9:53 AM	Pre-Review	New Protocol Application	Faye	Taxman	



Once the desired record has been located from the list of submissions, select the hyperlinked name of the submission to open the protocol submission page.

In-Review	Active	Archived	All Submissions				
ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name	
IPROTO202500000002	<a href="#">testing</a>	1/9/2025 6:16 PM	Chair Letter Review	New Protocol Application	Faye	Taxman	

### Approved Submissions

Protocol submissions that have been approved by the IACUC can be found in the IACUCU Submissions Active Tab.

Select **IACUC** on the Top Navigator, then select **Submissions** and select the **Active** tab.

Dashboard | Agreements | COI/COC | Facilities | Grants | **IACUC** | IRB | ...

Submissions | Standard Library | Concerns | Meetings | Reports | Help Center

... > IACUC > Submissions

### Submissions

Create Concern  
Create Research Team  
Create Protocol

In-Review	Active	Archived	All Submissions				
ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name	
IPROTO202400000013	<a href="#">AP Test Protocol - exempt</a>	12/18/2024 2:28 PM	Approved	New Protocol Application	Amanda	Pennington	



Once the desired record has been located from the list of submissions, select the hyperlinked name of the submission to open the protocol submission page.

In-Review	Active	Archived	All Submissions				
<b>Filter by</b> <span>?</span> ID <span>▼</span> <input type="text" value="Enter text to search"/> <span>Q</span> <span>⚙️</span>							
+ Add Filter <span>✕</span> Clear All							
ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name	
IPROTO20240000013	<a href="#">AP Test Protocol - exempt</a>	12/18/2024 2:28 PM	Approved	New Protocol Application	Amanda	Pennington	

### Discarded or Closed Submissions

Protocol submissions that have been discarded or closed are accessible in the IACUC Submissions Archived tab.

Select **IACUC** on the Top Navigator, then select **Submissions** and select the **Archived** tab.

Dashboard	Agreements	COI/COC	Facilities	Grants	IACUC	IRB	...
<a href="#">Submissions</a>	Standard Library	Concerns	Meetings	Reports	Help Center		

... > IACUC > Submissions

## Submissions

Search ?

In-Review	Active	Archived	All Submissions				
<b>Filter by</b> <span>?</span> ID <span>▼</span> <input type="text" value="Enter text to search"/> <span>Q</span> <span>⚙️</span>							
+ Add Filter <span>✕</span> Clear All							
ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name	
IPROTO20240000008	<a href="#">001-A</a>	12/19/2024 12:18 PM	Discarded	New Protocol Application	David	Myers	

Once the desired record has been located from the list of submissions, select the hyperlinked name of the submission to open the protocol submission page.

In-Review	Active	Archived	All Submissions				
<b>Filter by</b> <span>?</span> ID <span>▼</span> <input type="text" value="Enter text to search"/> <span>Q</span> <span>⚙️</span>							
+ Add Filter <span>✕</span> Clear All							
ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name	
IPROTO20240000008	<a href="#">001-A</a>	12/19/2024 12:18 PM	Discarded	New Protocol Application	David	Myers	



## All Viewable Submissions

To view all submissions that are permissible for view, navigate to the IACUC Submissions All Submissions tab. Select **IACUC** on the Top Navigator, then click **Submissions** and select the **All Submissions** tab.

Try filtering this list by the protocol name:

1. Next to Filter by, select **Name**.
2. Type the beginning of the name.

Select the magnifying glass.

Once the desired record has been located from the list of submissions, select the hyperlinked name of the submission to open the protocol submission page.

The screenshot shows the IACUC Submissions page. The top navigation bar includes Dashboard, Agreements, COI/COC, Facilities, Grants, IACUC (highlighted), and IRB. Below this, a secondary navigation bar includes Submissions (highlighted), Standard Library, Concerns, Meetings, Reports, and Help Center. The breadcrumb trail is "... > IACUC > Submissions".

The main heading is "Submissions". On the left, there are three buttons: "Create Concern", "Create Research Team", and "Create Protocol".

At the top right, there is a search bar with a magnifying glass icon and a question mark.

Below the search bar, there are tabs for "In-Review", "Active", "Archived", and "All Submissions" (highlighted). Below these tabs is a "Filter by" dropdown menu set to "Name" (highlighted), followed by a search input field with the text "Enter text to search" and a magnifying glass icon. There are also links for "+ Add Filter" and "X Clear All".

The table below has the following columns: ID, Name, Date Modified, State, Submission Type, PI First Name, and PI Last Name. The first row of data is:

ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name
IPROTO20250000000	testing	1/9/2025 6:16 PM	Chair Letter Review	New Protocol Application	Faye	Taxman