Training Curriculum Breakdown: Staff (IACUC)

Below is the recommended training curriculum outline for **Staff (IACUC).** All materials can be accessed by logging into MasonLEAPS. The direct link to access the full **Staff (IACUC)** curriculum can be found here:

Full Staff (IACUC) Curriculum in MasonLEAPS

Material Type	General System Navigation
Video	Navigate the General Dashboard
Video	Navigate the IACUC Page
Video	Navigate the Protocol Workspace
Video	Tips for Completing a SmartForm
Guide	Managing Projects from Your Dashboard
Guide	Locate Your Assignments

Material Type	Process Overviews
Guide	IACUC Submission Process Overview
Guide	Amendments to Protocols
Guide	Grace Period Overview
Guide	IACUC Submission and Review Types
Guide	Handle Concerns and Deficiencies
Guide	Ancillary Review Process Overview
Guide	Meeting Process Overview
Guide	Concern and Deficiency Process Overview
Guide	Managing the Standard Library
Guide	Inspection and PAM Audit Process Overview
Guide	Semiannual Evaluation Process Overview

Material Type	Review and Project Management
Guide	Access to Submissions by Role
Guide	Assign Ownership of a Submission
Video	Review a Protocol
Guide	Review a Submission
Video	Intro to Building Blocks
Video	Create a Research Team
Guide	Manage Research Teams and Building Blocks
Video	Create and Copy a Procedure
Video	Create a Protocol
Video	Copy a Protocol
Video	Submit a Protocol
Guide	Manage Submissions
Guide	Assign Pre-Submission Assistant
Guide	Submit Pre-Submission Assistance Review

Guide	View Changes to a Submission
Video	Request Clarification
Guide	Request Clarification
Video	Submit Pre-Review
Guide	Complete a Pre-Review
Guide	Submit New Personnel Review
Guide	Administratively Approve a Follow-On Submission
Video	Send Amendment for Vet Verification
Guide	Send an Amendment for Veterinarian Verification and Consultation (VVC)
Guide	Set Up Ancillary Reviews

Material Type	Protocol Management
Guide	Suspend a Protocol
Guide	Close a Protocol

Material Type	Manage Concerns and Deficiencies
Video	Create a Concern
Guide	Submit a Concern
Guide	Request Clarifications about a Concern
Guide	Submit a Concern Review Determination

Material Type	Handle Inspections and PAM Audits
Video	Create an Inspection
Video	Record Findings
Guide	Create an Inspection or PAM Audit
Guide	Perform an Inspection or PAM Audit
Video	Complete an Inspection
Guide	Track and Manage Inspections

Material Type	Reporting
Guide	Tag Submissions
Guide	Generate a Report of Submissions with Tags
Guide	Filter and Sort Data
Guide	Change the Criteria of the Report
Guide	Generate Concern and Deficiency Reports
Guide	Generate a Report of All Inspections
Guide	Generate an Institutional Official (IO) Report
Guide	Generate an AAALAC Appendix 5 Animal Usage Report