



Reviewing a Submission

As a veterinarian, IACUC staff member, committee member (including designated reviewers), or ancillary reviewer, it **may be necessary to review protocols at various stages of the IACUC review process.** During the review process (except for ancillary reviews), communication with the protocol team can occur to clarify information in the protocol before reaching a decision.

In the review process, it is necessary to go over all information related to submission, including submission tabs and attached documents. Submissions can be reviewed online with progress tracked through the review tracker or by printing it out for offline review.

Details about the experiment, such as procedures (including those that have undergone changes with the rest of the submission), animal numbers, and substances, can also be reviewed. The protocol Smart Form from an Amendment summary tab and a Triennial Review Introduction tab are also available for review.

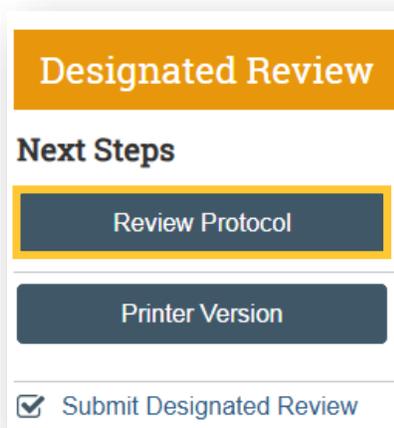
This guide will provide users with instructions and more information on how to review submission tabs, track review progress, view experiment details, assess procedure changes, view attached documents, and print submission SmartForms.

Reviewing Submission Pages

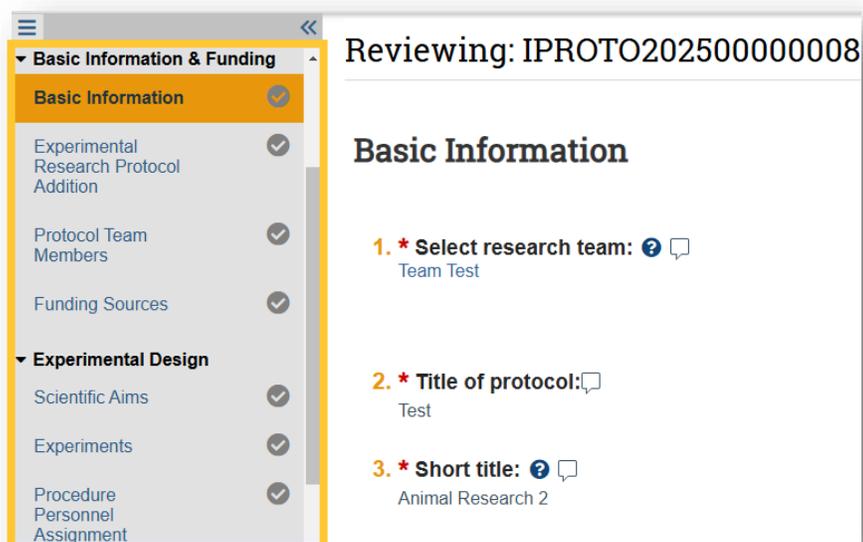
First, open the submission to be reviewed. For more details, refer to the *Access a Submission* guide in the IACUC Reviewer curriculum.

In-Review							Active	Archived	All Submissions
ID	Name	Date Modified	State	Submission Type	PI First Name	PI Last Name			
IPROTO202500000008	Animal Research 2	1/28/2025 4:07 PM	Designated Review	New Protocol Application	Faye	Taxman			

In the submission workspace, select the **Review button** (e.g., **Review Protocol**, **Review Amendment**, etc.).



Next, proceed with reviewing the submission. The submission can be reviewed by scrolling through or by using the left navigator to jump to the specific sections of the form.



Tracking Review Progress

While completing a SmartForm or section for review, **select the check box** at the bottom to indicate that it has been reviewed. Upon selection, the tab will turn green, and a green check mark will appear next to the tab name in the Left Navigator.



If the submission is closed **during the review process**, the check boxes, green highlighting, and green icons remain visible, ensuring that the users can easily identify the last reviewed section when returning to the to the submission for review.

If a user updates submission SmartForms during the review process, the green check mark is removed from the tab indicating that it needs to be re-reviewed. An edit icon appears on the Left Navigator indicating the SmartForm was changed.

The Review Tracker feature does not prevent a submission from moving forward in the review process, even if the user misses check boxes or decides not to use the feature.

Viewing Experiment Details

A protocol's experiments can be viewed in several ways.

On the Experiments tab of the protocol, click the **experiment name** to view the details.

History	Experiments	Documents	Reviews	Contacts	Snapshots	...
Name	Species	USDA	Total	Pain Category		
Animal Research Test	Frog	no	10	B: 1, C: 2, D: 3, E: 4		

The procedure name indicates whether it is a standard procedure or team procedure, allowing for easy differentiation of the institution-approved standard procedures from those created by the research team for the specific experiment.



A team procedure or a standard procedure referenced by at least one approved protocol is prefixed with a check mark, making it easy for users to identify procedures that has already been reviewed by IACUC. Procedures with check mark prefixes can be viewed in the following locations:

- In the Experiments section of the SmartForm.
- In the procedure details on the Left Navigator.
- When creating or editing an experiment.
- Under the Experiments tab within the submission workspace.

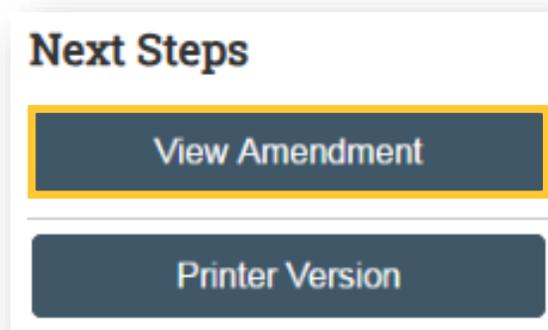
On the submission workspace, select the **Experiments** tab to see a list of experiments sorted in the specified display order along with the procedures and substances included in the protocol.

Select a procedure or substance to view it in a separate browser tab.



Viewing Procedure Changes

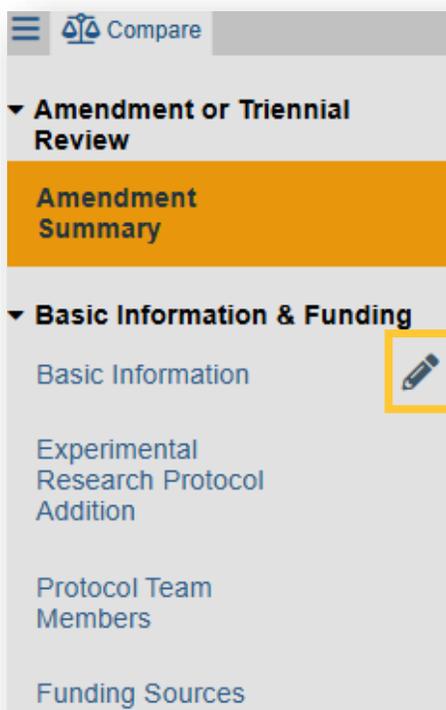
To view procedure changes, navigate to the **submission workspace** and select **Review/View (Review/View Amendment or Review/View Triennial Review)** buttons.



IMPORTANT NOTICE

For an Amendment, the link is available on the Summary tab whereas, for a Triennial Review the link is available on the Triennial Review Introduction page.

Users will be redirected to the Submission SmartForm. The pencil icon indicates any procedure tabs that have changed.



Viewing Documents Attached to a Submission

In the **Submission** tab, select the name of a document to open the attachment.

Research Teams		In-Review		Active		Archived		All Submissions	
ID	Name	Date Modified	State	Submission Type					
IPROTO202500000009	AR Test 3	1/28/2025 10:06 PM	Vet Consult	New Protocol Application					
IPROTO202500000008	Animal Research 2	1/28/2025 4:07 PM	Designated Review	New Protocol Application					

On the submission workspace, select the **Documents** tab to see a list of all the documents attached to the submission. Select the name of the document to open it.



Printing Submission Pages

Users may find it necessary to review the submission SmartForms by paper rather than electronically in the RAMP IACUC solution.

Navigate to the submission workspace, click **Printer Version** on the left and select one or more of the printer packet options. With the printer version displayed, users can utilize the search function by using **CTRL+F** or **Command+F** for Windows and Macintosh, respectively, and typing the desired search term. Specific sections of the submission can be opened by clicking a link in the Table of Contents.

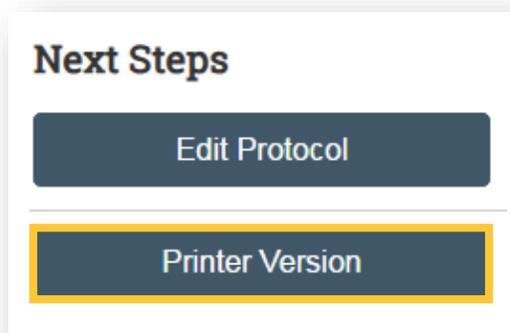


Table of Contents

AR Test 3

Packet Name: Submission Details

- Basic Information
- Experimental Research Protocol Addition
- Protocol Team Members
- Funding Sources
- Scientific Aims
- Experiments

Then, select **Print**.

Date: Thursday, January 23, 2025 4:13:18 PM

Print

Close