Welcome to the Lab Animals Users Forum

- The Research Administration Information Systems & Reporting team and the Animal Research Protection Program team will host periodic webinars to go over tips and best practices when using the LA Module in InfoEd.

- Please send suggestions for topics for future sessions to rais@brown.edu.
Key Features of Protocol Changes (Compared to Coeus)

- A single up-to-date protocol record that incorporates all administrative changes and amendments into the protocol itself (not as attachments), so you’re always viewing the approved version of the protocol.

- The ability to submit an administrative change and amendment simultaneously for review and approval.
Locate record by clicking ‘My Items’ from Home screen.

For Delegates: Click ‘Switch Owner’ in center of screen to access your PI’s protocols.
Create and Submit Administrative Changes, Amendments, Continuations

Hover over the ‘Record Owner’ (PI) Name.

Hover over the ‘Create New’ in the flyout menu and select the submission type that corresponds to your change.
Create and Submit Administrative Changes, Amendments, Continuations

The window opens to the submission screen for the change type selected.

Click on the ‘Protocol Animal Use Form’ link to open the form.
Create and Submit Administrative Changes, Amendments, Continuations

- The Main Form will open in a New Window.
- Click the ‘Complete’ checkbox (uncheck the box) on the Main Form and / or Species Specific Forms(s) to open forms in edit mode.
Create and Submit Administrative Changes, Amendments, Continuations

On the Main Form, change the 'Type of Submission' field to reflect the submission type that you just created.
Create and Submit Administrative Changes, Amendments, Continuations

Once you select the ‘Type of Submission’ a new page opens for the change type selected.

The new page has required questions that are specific to the type of change being made.
Once your changes have been made, click the Complete button and navigate back to the protocol record.

Click the ‘Submit’ button.
What to Know about Creating Concurrent Submissions

- When an Administrative Change, Amendment, or Continuation submission is created you are updating/changing data from the most recently APPROVED submission.

- If you create concurrent submissions; e.g., an administrative change and amendment, both submissions will be based on the latest APPROVED submission.

- In these cases, ARPP will incorporate the changes/updates from the 1st approved concurrent submission into the unapproved concurrent submission during the ARPP Pre-Review process.
Locating Your Latest Approved Submission

The system will automatically highlight the latest approved submission listed in the Submissions screen.

Navigate to the Protocol Record Submissions screen to locate the most recently approved submission.
In the Submissions screen, click the Type field in the row of the highlighted Submission to open the latest submission.
Accessing the Latest Approved PDF

Click on the PDF.

The PDF will open and display the latest approval dates on each page of the protocol.
In the rare instances where two submissions are approved on the same day, both submissions will be highlighted.

Please contact ARPP at iacuc@brown.edu to confirm which one is the latest submission.
Locating Your ‘Things to Do’

On the top Navigation of the Home Screen, click on ‘Things to Do’ link. This will display any actions required by you on your protocol.
In the center of the screen, there is a dropdown menu that says ‘Your Action Items’. To access your PI’s action item, click into the dropdown and select their name.
In ‘Things to Do’ you will have access to the Protocol Number, Submission Status, Title, and PI Name. You can click here to be taken to your action item.
From your task assignment, you are able to access the eForm and make any modifications to the eForm.

Once all changes have been made to the form, navigate back to the task assignment window and select the next status to send the protocol too (please note that the available statuses are different depending on where the protocol is in the review process and in other cases the next step is automatically set.

The final step is to click ‘I am Done’ in the top right. This action sends the protocol on to the next stop.
Navigating Reviewer Comments

To access the reviewer comments on your protocol, you must be in the ‘Protocol Animal Use form’.

A ‘Comments Panel’ button is located on the top right corner of both the Main form and the Species form.
After clicking the Comment Panel button, the panel will display.
You can sort comments panel by clicking on the From, To, Sent, and Subject columns to group based on these criteria.
The Subject column represents the field name. Clicking on the fields listed in that column will take you directly to the field that requires updating.

The field will also be highlighted with red dash marks around it.
You are also able to see the most recent comment on any field by locating the 🗣️ and hovering over the 🗣️.
You must update the field that the comment is attached to in order for the form to be updated with that information. **Making a reply comment in the comments panel does not update the data in the Form itself.**

The Comments Panel can be moved from side to side and up and down depending on your viewing preference.

Expanding panel (clicking all to show all if multiple pages)
To configure your InfoEd portal, click on the Portal Configuration button at the bottom right of the Home screen.

Locate the Workflow Map option under ‘Available Widgets’ and click the Use link.
The Workflow Maps will now be available on your Home screen.
Your Workflow Map will give you access to any protocols your security settings allow you to see.

There are 4 Workflow Maps, one map for each of our submission types (New/3 Year Renewal, Amendment, Admin Change, Continuation).

The Map allows you to see where the submission is in the review process.

Anything in the Red buckets are with the PI and the Delegate, anything in a Yellow bucket is under Vet Review, and anything in Blue is under ARPP or Committee Review.
Questions

- Questions ???

- Documentation is located in the InfoEd Knowledge Center

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