Vet Review

Overview:

Once a ARPP Pre-Review is completed it may arrive at Vet Review. The workflow chart below highlights the workflow associated with Vet Review stops.

Vet Review Process:

Receive Email for Review Task

1. Assigned Vet receives an email after ARPP Pre-Review of the protocol is complete.
   - Email is sent to your Gmail account
     - Subject: Protocol Number: “protocol number”- Vet Review Required- “PI name”
     - From: Principal Investigator (PI)
   - To review submission, click ‘Log In’ link.
2. Task/Assignment window opens:

- You do not need to ‘Assign to Self’ in this window, since it is already assigned.

3. Click the ‘Protocol Animal Use Form’ link.

- New window opens to Main Form:
The Species page in the Main Form contains link(s) to the Species Specific Form(s).

- Click the Animal Use Form link on the Species page of the Main Form to open the Species Specific Form.
- Note: The Species Specific Form has its own comments separate from the Main Form

4. Review Main Form and Species Specific Form(s)

- If form(s) were previously reviewed and changes were made the Form History button will be available to compare previous versions; i.e., specific changes will be highlighted on each form. [Step 5].
- Vets can make changes to the forms directly [Step 6] and/or add comments directly on a field/question for the PI to address [Step 7].

Compare Form Versions

5. To review form changes, click the ‘Form History’ button to compare versions and see changes.

Note: Each form [Main Form and Species Specific Form(s)] will have its own Form History.
Form History window opens:

(a) Choose the submission to compare by clicking the applicable From/To radio buttons.
(b) The Completed On column identified the date/time of the changes to the submission.
(c) Click the Go button to open the compare window.

- Compare window opens.
  - Pages links marked with an asterisk (*) are pages with changes. Click on page number to navigate to that page.
(a) Additions are highlighted in Green.
(b) Changes are highlighted in blue - if Species form was modified, it will highlight in Blue (Main Form).
(c) Deletions are highlighted in Red.

Note: Each form [Main Form and Species Specific Form(s)] will have its own Form History. You need to open each form to identify changes within each.

Make Changes to Forms

6. Follow the steps below if making changes to fields/questions on Main Form and/or Species Specific Form(s)

- Click the Complete checkbox (uncheck the box) on the Main Form and/or Species Specific Form(s) to open forms in edit mode.

- Make changes to fields/questions.
- Click Save button to save changes on each form.
- When all changes are made check the Complete checkbox on each form.
  o Note: Species Specific Forms must be completed before the Main Form
- To view any changes, click form history button
Add Comments to Forms

7. Follow the steps below if commenting on Main Form and/or Species Specific Form(s)
   - **Comment Functionality Overview:**
     - All reviewer comments are captured on the fields/questions within the protocol submission.
     - The commenting feature exists on both the main form and species specific form.
     - All review comments are viewable by all reviewers
   
   - To review all comments previously made click on comments panel button on top of each form.
     
   - To review comments on a particular field/question, hover over field/question marked with 🎨 or 📄 icons.
     - These icons indicate there is a comment on that field/question.
   
   - Click on the 🖊 icon to the left of the field/question to make a comment on that field/question.

8. A Comment window will open:
a. Click the “To…” button to address the comment to a distribution group.
   - Select ‘Vet Review’ then click ‘Save’.
     - This defines who has access to the comments; i.e., PI, Vets, and ARPP
b. In the Message text box, type in the comment(s) for that field/question.
   - Note: Once a comment is posted it cannot be edited.
     - To update a comment, you need to click the 📝 or ⚠ icon next to the field/question and add an additional comment to the field/question.
c. If you require a response, click the checkbox ‘Response Required’.
   - Note: Enforces that a reply is entered in comments box; it does not validate or enforce that a change is made to field/question.
d. Click the ‘Post’ button.
   - Note: This saves the comment.

9. When a comment has been posted a 📝 or ⚠ icon appears to indicate there is a comment on that field/question:

   - If a comment has been marked as mandatory, ⚠ icon appears to indicate there is a comment in that field/question that requires a response:
10. In the Add Species section, click the ‘Animal Use Form’ link to open Species Specific Form(s).

*Note: The Species Specific Form comments are separate from the Main Form.*

- Review Species Specific Form(s).
- Comment as needed by repeating steps 3 + 4 above to post any comments to the Species Specific Form(s).

11. To view a listing of all comments click the Comments Panel button on the top of each form.

*Note: Main Form and Species Specific Form(s) have separate comment panels*
12. To view the details of a comment click the plus + sign next to the comment. Comment details then show below:

13. When done, click the Close button on the top of each form.
14. A popup window appears. Click Close Form button.
Record Your Decision

15. Go back to Task/Assignment Window:

When all comments have been recorded and/or any changes made by vet:

- Finalize Task/Assignment- from the Next Step/Decision dropdown select step:

  Review decision choices:
  a) ARPP Pre-Review
  b) Vet Minor Mods
  c) Vet Major mods
  d) Vet Review Complete
16. Click the ‘I am done’ button in the top right of the window.

• Note: Protocols will move back and forth between PI, ARPP, and Vets depending on reviews needed and changes made.
  o Email is sent when Vet action is needed
  o Access the protocol via the email or ‘Things to Do’ when logged into InfoEd.