



TITLE:
Working in the Internet Animal Study Proposal – For Investigators

PURPOSE:

The purpose of this SOP is to serve as a guide for research staff members who are working in the Internet Animal Study Proposal (IASP).

PROCEDURES:

- A. Navigating in the IASP; general tips and hints to facilitate your work in the IASP.
1. When you sign into the IASP, a time clock is started. If the server does not detect "action" every 15 minutes it will lock you out of the IASP and you may not know it ("action" requires more than just typing in a box, it requires a "save" or change of section). We recommend that you save before changing sections while working in the ASP, an amendment, or the annual review to avoid getting locked out. If you are not going to be working in the IASP for a few minutes, save your work and close the ASP. If you do get locked out and need to have your ASP "unlocked", call the ACUC office at 301-496-2569 or 301-496-9354 and ask one of the ACUC Coordinators to unlock the protocol for you.
 2. Make sure that your pop-up blocker is turned **off** while working in the IASP. You can make the pop-up blocker always off via controls in your browser. The pop-up-blocker interferes with preview function and the uploading of supplemental documents.
 3. On the first page that opens after you sign into the IASP, there is a box labeled "Search Criteria". There are three choices of criteria. The first is ASP number, the second is status, and the third is the name of the principal investigator. The IASP will look for documents fitting all of the criteria, so it is better to fill in the least number of boxes or to leave them all blank so you can see all of your ASPs. After entering any or no search criteria, click on the "search" button" and ASPs matching the criteria will appear in a list below the search box. You open a specific ASP by clicking on the ASP number.
 4. When you are finished working in the ASP, always "close" the protocol and then click "Logoff" in the upper right hand corner. If you do not logoff the website will end your session, but may "lock" the ASP so that you cannot edit in the ASP. If you do get locked out and need to have your ASP "unlocked", call the ACUC office at 301-496-2569 or 301-496-9354 and ask one of the ACUC Coordinators to unlock the protocol for you.
 5. For protocol sections containing text boxes where large amounts of text may be added, the prudent thing to do is to write the text in a Word document and save it. This allows easier preparation of the discussion for the text box and your IASP session will not time out as it might if you are adding information directly to the box. Cut and paste the information from the word document into the text box. If you are asked to do revisions, it is much easier to edit in the word document than to make changes in the IASP text box.
 6. Supplemental document templates can be found by clicking on the second "click" link in the two lines of text above the supplement grid. Supplemental forms should be downloaded and saved to your computer, then filled out and the completed document saved to your computer. The saved document from your computer is then uploaded in the supplemental documents. If the supplemental document requires signatures,

we recommend you print the completed document and sign it, scan the signed document and upload the scanned/signed document to the IASP.

7. When you have finished entering all of the information for your ASP and are ready to submit the document, click on the "Submit" button. A box will pop up and you will need to confirm that you really want to submit by clicking on "submit" again within the text box. Once the document says it is locked in the upper right corner, you can use the preview button. A PDF file of the locked document will open and you can either print or save it if you wish. Supplemental documents have to be printed individually if you want to have a complete copy of your ASP. The PI will need to sign Section N in an ASP or the last page in an amendment. For annual reviews, the questionnaire and the disposition form should be signed. Some supplemental documents also required signatures.
8. Once you submit the ASP/amendment/annual review, a message is automatically sent to the ACUC coordinators, prompting them to begin processing the submission for review.

REFERENCES:

1. The NINDS/NIDCD AHCS ACUC portion of the website provides information on Protocol preparation, ACUC policies, information, training requirements and suggested doses for analgesics and anesthetics : http://ahcs.ninds.nih.gov/ACUC_pages/index.html

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Attachments: none