

The NINDS/NIDCD/NCCIH ACUC has switched to a new ASP submission software. To log in go to <https://acuc.ninds.nih.gov/esirius3g>.

Please contact the ACUC coordinators to be granted access to the new system at [nindsacuoffice@ninds.nih.gov](mailto:nindsacuoffice@ninds.nih.gov).

eSirius recommends using Google Chrome, but also works with Firefox and Safari. Do not use Internet Explorer, because some functions don't work properly.

Some investigators have multiple roles in eSirius (such as ACUC members). When you first sign in, you will need to make sure that you are in the "PI" role. In the upper right of the screen you will see the role that you are currently using to the right of your name. If it is not the "PI" role, click on the down arrow to open a list of roles and select "Researcher Staff Members." If you happen to write protocols for more than one PI, then you may also need to change in which group you are working. To the right of the role, you should see the name of your PI, if it is not the correct PI for the protocol, then select the appropriate PI from the list. If the PI's name is not in the list, please contact the ACUC coordinators (and cc the PI in your email) to have you added to that PI's group.

You should see a "Mailbox" on the left and a table in the center of the screen. You can select a row in the mailbox to switch between "Protocol Actions", "Draft Protocols", and "Protocols in Review" etc. Corresponding tabs of the rows will appear across the top after selecting the row for the first time and can also be used to switch between tables.

To start an annual review – Select "Annual Reviews Due." Any protocols that are due for annual review should show up on the dashboard. Click on the hyperlink in your protocol number to begin your annual review.

Clicking on an entry in the Table of Contents (ToC) on the left will take you to the corresponding page in the main window (Note: Page titles may not be identical to the item in the ToC). Text boxes outlined in red are required information. Each item of the ToC has a box that will get a green check mark once all required information has an entry. Some pages contain imbedded tables; when working with these tables you may need to save them individually before you save the page as a whole or the table

information may be lost. To edit a line in a table, you must select the item from the table first and then hit the edit button.

The first thing you encounter when starting an annual review is an “Info” tab. You can go directly to the “Review Questions” tab.

To keep the protocol open – select “Continue As Is” from the drop down menu. To close the protocol early – select “Withdrawn”. Click the save button.

- If you’ve selected “Withdrawn,” you’ll be asked about the status of any animals remaining on the protocol.
- If you’ve selected “Continue As Is,” new questions will appear. Depending on your responses – new tabs may also appear. Answer any additional questions and hit the save button.

Open the “Project Personnel” tab. Verify that the personnel list is up to date. You may remove investigators at this time. If you need to add any investigators, you can do that in an amendment after your annual review is approved.

Complete a new disposition form, updating the points of contact if necessary, and upload a signed copy. Blank forms can be found at [https://ahcs.ninds.nih.gov/ACUC\\_pages/forms.html](https://ahcs.ninds.nih.gov/ACUC_pages/forms.html).

Go to the “Submit Annual Review” page in the ToC – The PI must check the box and hit the submit button. If a co-investigator submits the protocol, it will be sent to the PI to be “officially” submitted to the ACUC office.