

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.

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.

Working on a new protocol, a renewal, or an amendment are all similar except for how you start them.

- To start a new protocol – Select "Protocol Actions" and then press the "+ Start a New Protocol Application" button. eSirius will first ask you whether your research will involve vertebrate animal or products of vertebrate animals? This is to verify whether you need to submit an ASP. Then press the "+ Start New Application" button.
- To start a renewal – Select "3 Year Renewals Due" and then select the current version of the protocol. You will then be prompted for a progress report, this is a mandatory field. Then choose "Protocol will be renewed" under "Please choose 3 Year Review Action." Press

“Save” at the bottom of the page and then “Start 3 Year Renewal Review.”

- To start an amendment – Select “Protocol Actions”, select the appropriate protocol in the table, and then press the “Start an Amendment” button. You will then be prompted for a reason for the amendment, this is a mandatory field. Then press “Amend Protocol” at the bottom of the page.

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.

Attachments can be uploaded within the corresponding pages, or at the end of the form in the “Protocol Attachments” page. The attachments page will list all attachments uploaded throughout the ASP form.

The new software does not follow the traditional Sections A through M format but does have locations for all of the information on the old format.

The first thing you encounter when starting a new ASP or renewal will be a “Protocol Introduction” page that asks you to select the species and then answer several questions. Amendments open on the “Protocol Overview” page, but you can get to the “Protocol Introduction” page by choosing “Options” on the ToC. Responses to these questions will determine what pages of information will appear later in the ASP form.

To add species in the table, click on “+ Add”. This will bring up a drop-down menu of available species. ***If the species you need is not there, please contact the coordinators. (Any time an item is missing from a drop down menu or table, you need to contact the coordinators so they can add it for you.)** After adding each species, you will need to check any boxes on that row that are relevant to your study to make the appropriate sections of

the form appear. Then hit the “Save” button in the lower left corner of the species table.

After responding to the questions underneath the species table, hit the “Save” button to go on to the next page.

Protocol Overview (Includes information from Sections A, D & F information).

The following pages will only show up if you answered “yes” to the corresponding questions on the Protocol Overview page.

- Protocol Introduction page
- Outside Institution Collaborations
- Inside Collaboration
- Antibodies Source
- Animal Tissues Information
- Satellite and/or Study Area Housing
- Human Clinical Area Information
- Transportation of Animals (Includes information from Section C)
- Field Study
- Injections, Inoculations or Instillations (Experimental Drug and non-Anesthesia/Analgesia drugs)

The following species related questions may show up for each species depending on which boxes you checked on the species table. Information for each species is listed separately.

- Species Information (Includes information from Section B)

- Strain Information (Includes information from Section B)
- Species Source (Includes information from Section B)
- Housing/Procedure Locations (Includes information from Section B)
- Rationale For Animal Use (Includes information from Section E)
- Breeding Information (Includes information from Section F)
- Protocol Non-Surgical Procedures (Includes information from Sections F and H). If the location doesn't show up – go back to the Housing/Proc Locations page and add the room there.
- Restraint Types (Includes information from Section F)
- Surgical Procedures (Includes information from Sections F and G)
- Multiple Major Surgeries (Includes information from Section G)
- Databases Searched (Includes information from Section H)
- Anesthesia, Analgesia, Tranquilization (Includes information from Section I)
- Euthanasia (Information from Section J)
- Hazardous Agents and Biological Material Information (Includes information from Sections K and L) – To add an agent select the “+ Add Agents” button and select all relevant hazardous agent types. Press the “+ Add Selected Records” button. To add specific agents, select the agent type from the table, click on the “Edit Agent” button, and then list all relevant agents of the same type in one box.
- Endpoints (Includes information from Sections H and M) – Complete the information for each tab.
- USDA Categories (Includes information from Sections B, H and Column E Form)

- Special Requirements (Includes information from Section M and Disposition Form) – Complete the information for each tab.

Personnel (Includes information from Section A) – Click on “add personnel” and complete the information for each tab. When typing in a name, use the Last name, First name format.

Attachments – Any attachments not included on a corresponding page may be uploaded here.

Submit – 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.

If you are copying information from a pre-existing ASP from the IASP format into eSirius, the following quick reference table may be helpful in finding which sections of the IASP format correspond to which eSirius pages.

IASP Sections	Corresponding eSirius pages (ToC titles)
A	Protocol Overview and Personnel
B	Options, Species Info, Strains, Source, Housing/Proc Locations, and USDA Categories
C	Transportation
D	Protocol Overview
E	Rationale For Animal Use
F	Protocol Overview, Non-Surgical Procedures, Restraint, and Surgery
G	Surgery and MMS
H	Non-Surgical Procedures, Databases Searched, Endpoints, and USDA Categories
I	Anesthesia/Analgesia
J	Euthanasia
K	Bio/Haz Agents
L	Bio/Haz Agents
M	Endpoints and Special Requirements
N	Submit Protocol

Supplemental Documents	Attachments
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