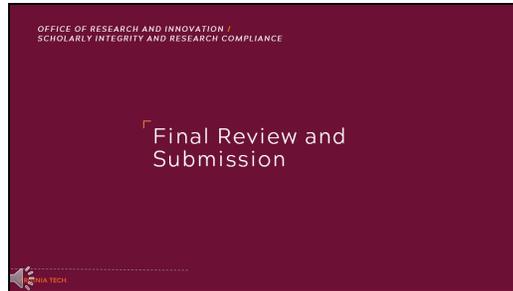Slide 1

Final Review and Submission

Slide 2

Congratulations, once you have completed all nine sections of the online application you are taken to the Application Summary page for final review prior to submission. I would like to call your attention once again to the right side of the screen. You should see that all of the red X's corresponding with the nine sections of the online application have now turned to green check marks. If any are still red once you reach this summary page, you can click on them here to return to the unfinished sections. As a reminder, the protocol will not be able to be submitted until all red X's are replaced by green checks.

Slide 3
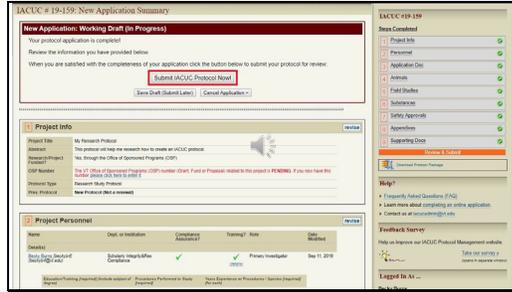
You can submit your protocol for review by clicking the button outlined in red. There are also buttons to save the current draft if at anytime you wish to return to it later, or to cancel the application if you no longer wish to submit this protocol.

Slide 4

Once your application has been successfully received, this message will appear on your screen.

Slide 5

You can always return to the application summary page, outlined in red here, to check on the status of your application.

Slide 6

Your protocol will also appear on your home page of the online protocol management system.

Slide 7

You will alternately be able to access the protocol's summary page by clicking the link outlined in red here. As a reminder, the IACUC reviews applications in order of receipt. The estimated timeline for approval from initial submission is an average of 6-8 weeks. This timeline may vary depending on the response time to any revision requests. Do not begin activities involving animals until you have received your official IACUC approval letter via email.

Slide 8

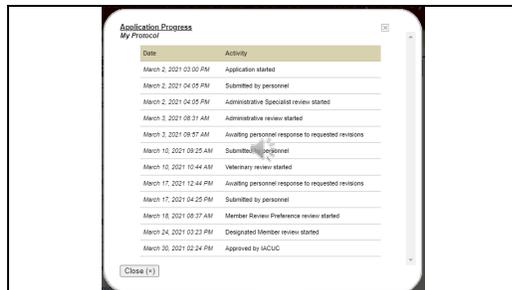After a protocol has been submitted, the summary page will look like this, with a maroon status box at the top of the page.
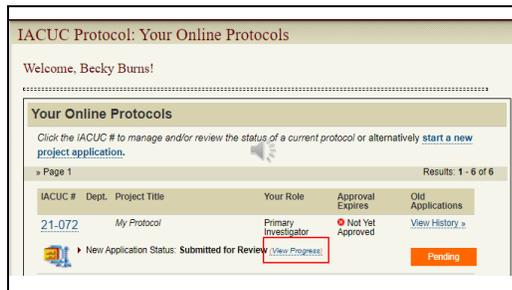
Slide 9
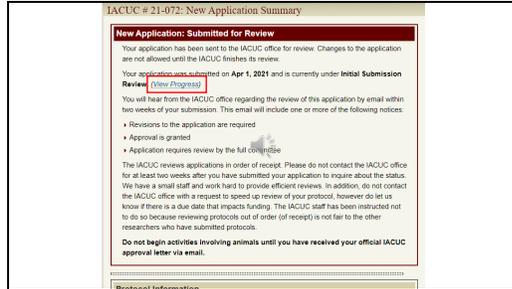
You will be able to track the protocol's journey through the review stages, as shown in this image outlined in red.
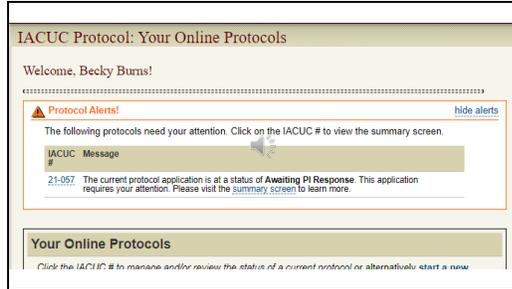
Slide 10

After the protocol is submitted, it goes through review stages such as Administrative Specialist, Administrative, Veterinary, Member Review Preference, and then either Designated Member or Full Committee for final approval. This pop-up will also note if the protocol has any holds, such as an Appendix G hold for EHS review. As a reminder, a protocol can continue through the approval process; however, final approval will be held until all holds are released.

Slide 11

The progress timeline is also accessible through your home page of the online protocol management system.

Slide 12

On the home page, there additionally is an Alerts section with reminders of action items. Please address items in the alert section in order to keep applications moving through the approval process.

Slide 13

If you have additional questions or suggestions to improve this tutorial, please feel free to call 540-231-0931 or email iacuc@vt.edu. The ACUP staff is happy to assist you as you complete the protocol submission process. Thank you for watching.