IACUC PROTOCOL REVIEW

Contents

Accessing a Protocol for Review ............................................................................................................. 2
  1) Log In To Topaz Elements ................................................................................................................ 2
  2) Open Protocol ..................................................................................................................................... 3
Reviewing and Commenting ....................................................................................................................... 6
  1) Review Each Section Of The Protocol ............................................................................................ 6
  2) Provide Comments .............................................................................................................................. 7
  3) Save and Delete .................................................................................................................................. 8
Using Filters To Assist In The Review Process ....................................................................................... 9
  1) Filters Overview ............................................................................................................................... 9
  2) Example of Filter Use ...................................................................................................................... 11
Using The Compare Tool ........................................................................................................................ 13
  1) Select Versions to Compare ............................................................................................................. 13
  2) Comparison View Explained ........................................................................................................... 14
Finalizing a Review ................................................................................................................................... 15
  1) Set Closing Remarks ....................................................................................................................... 15
  2) Return to the Dashboard to Access Reviews ................................................................................... 17
  3) Logout and Exit .................................................................................................................................. 18
Accessing a Protocol for Review

1) Log In To Topaz Elements

1-1 Go to the Topaz portal at https://animalprogram.colorado.edu/

Optional 1-2 Install Silverlight, if needed.
- **Note**: Google Chrome does **not** support Silverlight content. Use Microsoft Internet Explorer, Mozilla Firefox, or Apple Safari.
1-3 Log in with CU identikey and password.

2) Open Protocol

2-1 Under Places, click on My Dashboard.
The dashboard is customizable. Two of the most useful features are moving columns and sorting a column in ascending or descending order.

### 2-2a  Move a Column:
- Click on column, drag to desired area until two white arrows appear (between two columns), and drop.

### 2-2b  Sort a Column:
- **Hover** over the header of the column being sorted. A small arrow will appear in the bottom right corner.
- **Click** the arrow to expand the column menu and select sorting preference (i.e. “Sort Ascending” or “Sort Descending”).

![Column Moving Example](image-url)  
![Column Sorting Example](image-url)
In the menu on the left, select **My Reviews**. Click to open the desired protocol.
Reviewing and Commenting

1) Review Each Section Of The Protocol

1-1 Use the Outline (i.e. the sidebar) to navigate through the protocol.
- Click on the icon to expand the sections.
2) Provide Comments

2-1 To leave a comment for either an entire section or single question, click the icon.

2-2 A comment box will appear at the bottom of the screen.
   - Minimize the comment editor by clicking on the icon.
   - To reopen the comment editor, click the icon.
### 3) Save and Delete

| 3-1 | After entering comments, click the **Save** icon at the top of the screen. *If not saved, comments will not be viewable by other reviewers or the IACUC staff.* |

![Image of the Save icon in the user interface](Image)

| 3-2 | To delete a comment, click on the icon on the right hand side of the comment.  
- **Note:** Reviewers can only remove comments they added. They cannot edit or remove comments made by other reviewers.  

![Image showing the delete icon](Image)
Using Filters To Assist In The Review Process

Filters enable quick navigation of the protocol. For example, it may be helpful to view comments submitted by others prior to a meeting. Instead of going through the outline question by question, by enabling the filter **Questions with Comments from Other Reviewers**, only these questions will be displayed in the **Outline** (i.e. the sidebar). Then during the meeting, enabling both **Questions with Comments from Other Reviewers** and **Questions with My Comments** filters, will display only those questions that have been commented by you and another review.

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<thead>
<tr>
<th>1) Filters Overview</th>
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<td><strong>1-1</strong></td>
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<td><img src="image" alt="Filters Overview" /></td>
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2) Example of Filter Use

**Figure 1:** Outline displays all questions because no filters are active.

**Figure 2:** Only Questions with My Comments filter is active. Accordingly, only questions the user commented upon are displayed.

**Figure 3:** Only Questions with Comments from Other Reviewers filter is active. This time, only questions other reviewers commented upon are displayed.

**Figure 4:** Both filters are active. There is only one question (4.1 Abstract) that contains comments from both the reviewer who is logged in and the other reviewers. Therefore, only that one question is displayed.
Click on the question in the Outline to navigate directly to it.
- The comments are displayed below the entry.
Using The Compare Tool

Use the **COMPARE** tool to compare previous submissions of a form. This is useful when comparing prior amendments or to identify substantial changes made to the protocol, animal numbers, etc.

1) **Select Versions to Compare**

1-1. Open a review that has been modified and resubmitted.

1-2. Click the **COMPARE** in the menu bar.


- **NOTE:** Forms are ordered from newest (top) to oldest (bottom) by default.
2) Comparison View Explained

- The two submissions are displayed side-by-side with the previous submission on the right (a).
- Responses to questions that have been modified/updated is displayed in orange font (b).
- Total number of changed answers is displayed under the Questions with Changed Answers filter icon (c).

2-1

2-2

To display only the questions that have been modified in the Outline, activate the Questions with Changed Answers filter by clicking on that filter icon.
## Finalizing a Review

### 1) Set Closing Remarks

| 1-1 | When all comments have been entered, click the **SUMMARIZE** button at the top of the screen. |

![Summary Button](image)

| 1-2 | A **Set Closing Remarks** window pops-up.  
- Vote to **approve**, **not approve**, or **return for modification**.  
- Select yes/no for a **Full Committee Review**.  
- Provide remarks and review remarks from other reviewers. |

![Set Closing Remarks Window](image)
When finished, click **Save**.
2) Return to the Dashboard to Access Reviews

2-1 Upon saving the closing remarks, the protocol will be on screen. Navigate back to the dashboard by clicking on the Animal Protocols header and selecting My Dashboard.

2-2 On the dashboard, today’s date will appear under the Completion Date column for the completed review.

2-3 Open and complete other reviews as needed.
3) Logout and Exit

Click the User Silhouette in the upper-right-hand corner. In the dropdown menu, select **Logout** to exit Topaz.