
CU Boulder – Topaz Elements



IACUC Review Guide

Last Updated: 2018-10-24

Preface:

This guide provides an overview of how manage a research protocol as an IACUC reviewer.

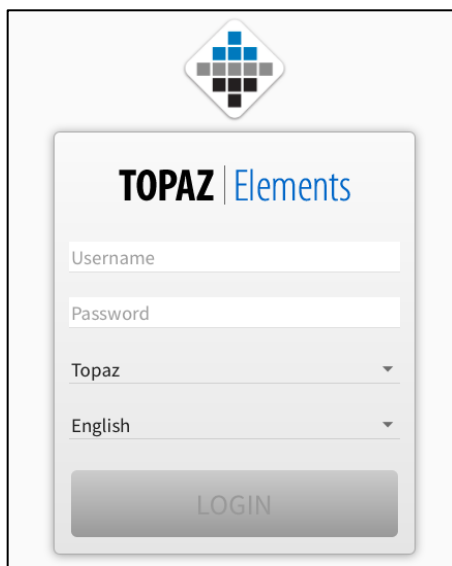
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1. Assessing A Protocol For Review

Step 1: Go to the Topaz login page at <https://animalprogram.colorado.edu>.

- **VPN:** To access Topaz from **off-campus**, you must **sign into the VPN** (i.e. [Cisco AnyConnect](#)).
- **PC Users:** On PCs, the browser still supporting the Silverlight plug-in necessary to run Topaz is **Internet Explorer**. – Also, do not confuse **Microsoft Edge** with **Internet Explorer**, see [Microsoft Edge is NOT Internet Explorer](#).
- **Mac OS users:** If you are a Mac user and require access to TOPAZ, you will need to use the [VMware Horizon Client](#).



The screenshot shows the TOPAZ Elements login interface. At the top is a logo consisting of a diamond shape made of small squares. Below it, the text "TOPAZ | Elements" is displayed. There are four input fields: "Username", "Password", "Topaz" (a dropdown menu), and "English" (a dropdown menu). At the bottom is a large grey button labeled "LOGIN".

Step 2: Under *Places*, click on **My Dashboard** (you may need to navigate to Topaz Elements).



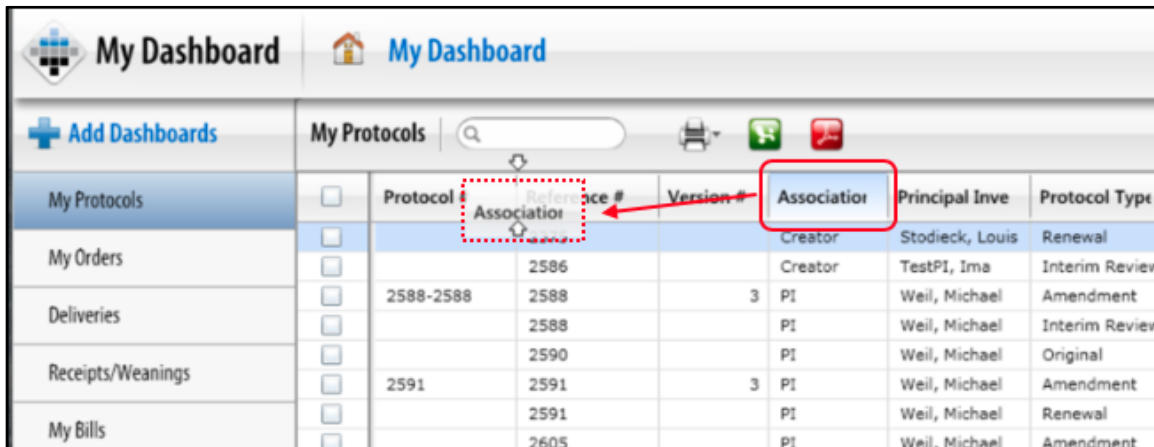
The screenshot shows the TOPAZ Elements dashboard. At the top right, the user's name "Weil, Michael" and the word "Topaz" are displayed next to a settings gear icon and a help icon. The main area features the "TOPAZ | Elements" logo and four categories of tools, each with a cartoon animal icon:

- Places** (house icon): Administration, **My Dashboard** (highlighted in blue), TOPAZ Website
- Compliance** (mouse with magnifying glass icon): Animal Protocols, Staff Training
- Operations** (mouse with pencil icon): Animal Orders, Animal Census, Animal Billing, Cost Accounting
- Management** (mouse with umbrella icon): Veterinary Management, TOPAZ Reporter

The dashboard is customizable. Two of the most useful features are moving columns and sorting a column in ascending or descending order.

Step 3: (Optional) – Move a Column

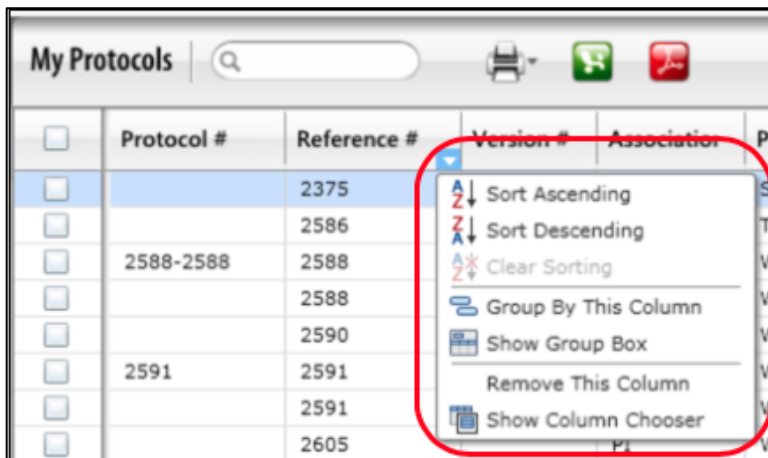
- Click on column, drag to desired area until two white arrows appear (between two columns), and drop.



	Protocol #	Reference #	Version #	Association	Principal Inve	Protocol Type
				Creator	Stodieck, Louis	Renewal
		2586		Creator	TestPI, Ima	Interim Review
	2588-2588	2588	3	PI	Weil, Michael	Amendment
		2588		PI	Weil, Michael	Interim Review
		2590		PI	Weil, Michael	Original
	2591	2591	3	PI	Weil, Michael	Amendment
		2591		PI	Weil, Michael	Renewal
		2605		PI	Weil, Michael	Amendment

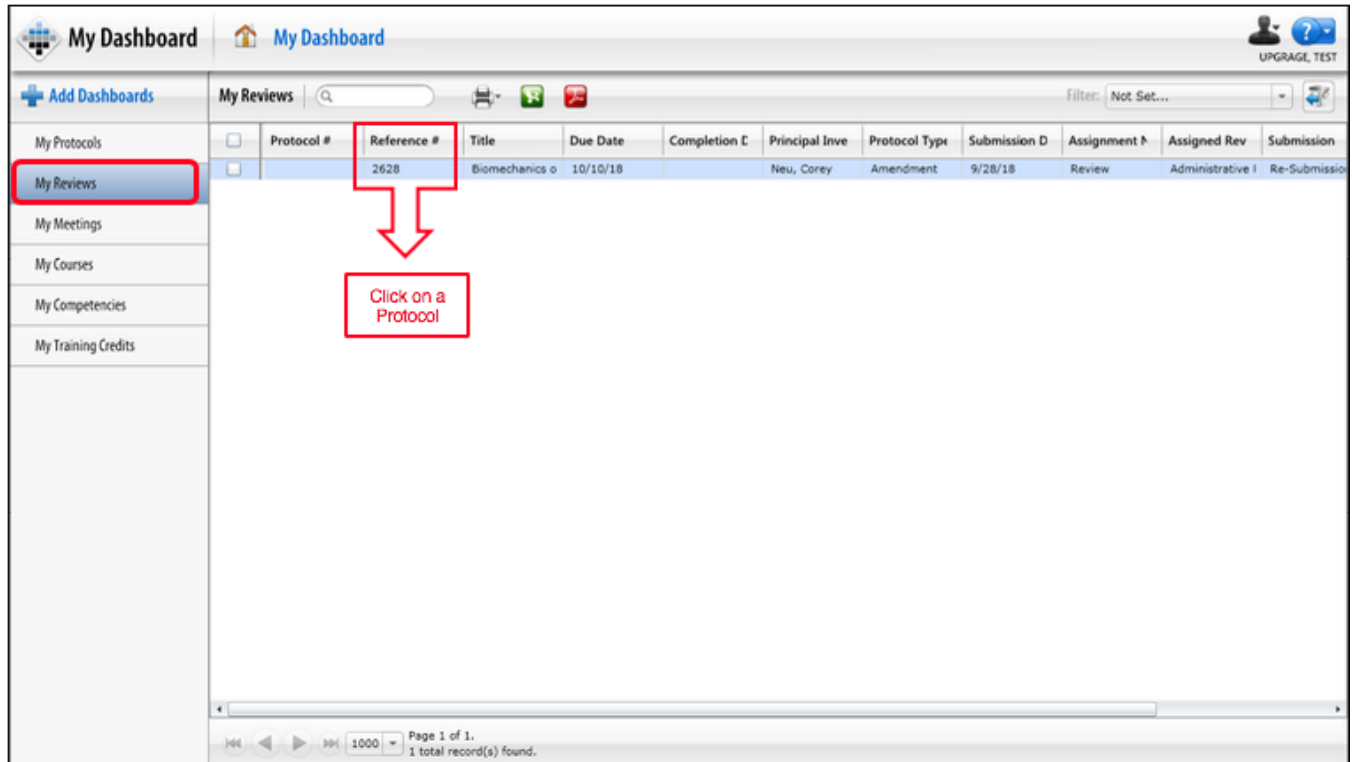
Step 4: (Optional) – Sort a Column

- 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*).



	Protocol #	Reference #	Version #	Association	P
		2375			
		2586			
	2588-2588	2588			
		2588			
		2590			
	2591	2591			
		2591			
		2605			

Step 5: In the menu on the left, select **My Reviews**. Click to open the desired protocol.



The screenshot shows the 'My Dashboard' interface. On the left sidebar, 'My Reviews' is highlighted with a red box. The main content area displays a table with the following columns: Protocol #, Reference #, Title, Due Date, Completion E, Principal Inve, Protocol Type, Submission D, Assignment D, Assigned Rev, and Submission. The first row of data is highlighted in blue and contains the following values: Protocol # (checkbox), Reference # (2628), Title (Biomechanics o), Due Date (10/10/18), Completion E, Principal Inve (Neu, Corey), Protocol Type (Amendment), Submission D (9/28/18), Assignment D (Review), Assigned Rev (Administrative I), and Submission (Re-Submission). A red box highlights the 'Reference #' column, and a red arrow points from it to a text box that says 'Click on a Protocol'.

Protocol #	Reference #	Title	Due Date	Completion E	Principal Inve	Protocol Type	Submission D	Assignment D	Assigned Rev	Submission
<input type="checkbox"/>	2628	Biomechanics o	10/10/18		Neu, Corey	Amendment	9/28/18	Review	Administrative I	Re-Submission

Click on a Protocol

2. Reviewing And Commenting

Step 1: Use the **Outline** (i.e. the sidebar) to navigate through the protocol.



- Click on the [+] icon to expand the sections. Click on the [-] icon to reduce the sections.

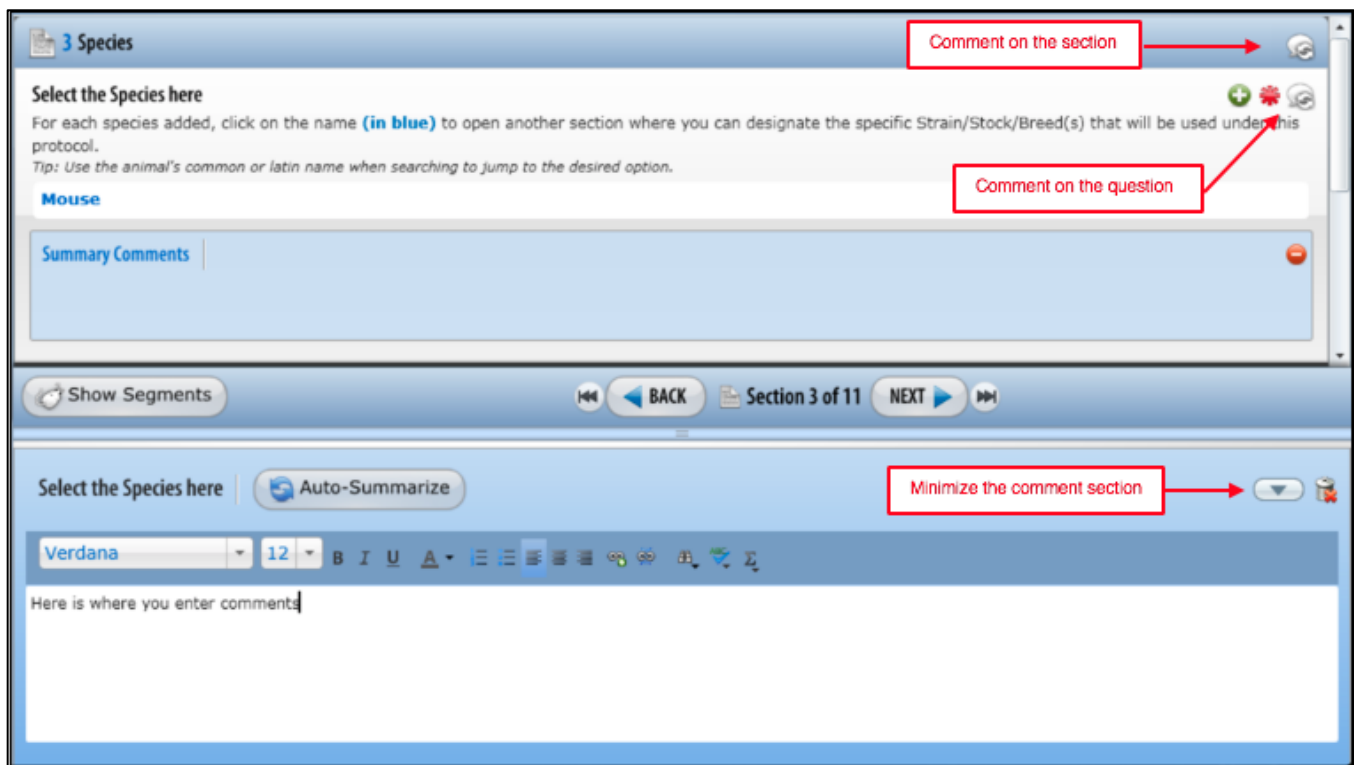


Provide Comments

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

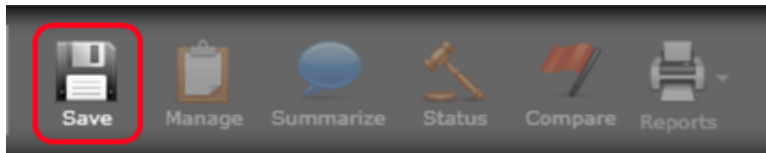
Step 2: A comment box will appear at the bottom of the screen.

- Minimize the comment editor by clicking on the  icon.
- To reopen the comment editor, click the .



Save And Delete

Step 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.*



Step 2: To delete a comment, click on the **Delete** icon on the right hand side of the comment.



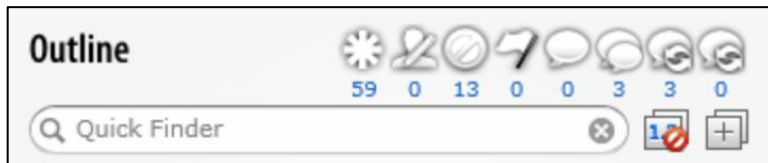
Note: Reviewers can only remove comments they added. They cannot edit or remove comments made by other reviewers.

3. Using Filters To Assist In The Review Process

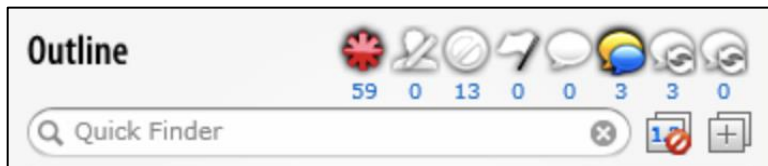
Filters enable quick navigation of the protocol. For example, it may be helpful to view comments submitted by others prior to a meeting. Instead of going through the outline question by question, by enabling the filter **Questions with Comments from Other Reviewers**, only these questions will be displayed 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.

Filters Overview

Step 1: Filters appear as icons above the Outline/sidebar.



Step 2: When a filter is activated, the icon appears in color.



Filter Types:

- **Required Questions**



This filter displays all questions that are marked as required.

- **E-Signature Questions**



This filter displays all questions that require an e-signature sign-off.

- **Unanswered Questions**



This filter displays all questions that were not answered by the author, PI, or other individual who submitted the protocol for review.

- **Questions with Changed Answers**



This filter displays questions that have changed answers between two different versions and is only active once you have used the compare tool.(i.e. Applying this filter in a Response submission will display a question with different answers for the original submission and the response submission.)

- **Questions with My Comments**



This filter displays the questions where you have left a comment.

- **Questions with Comments from Other Reviewers**



This filter displays questions that have comments from other reviewers.

- **Questions with Summary Comments**



This filter displays questions that have summarized comments from the review.

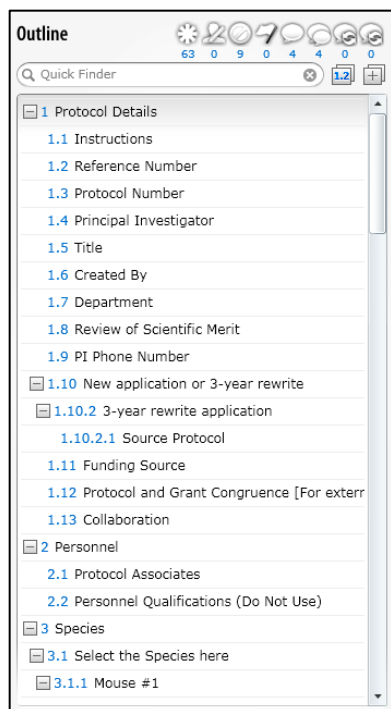
- **Questions with Previous Submission Summary Comments**



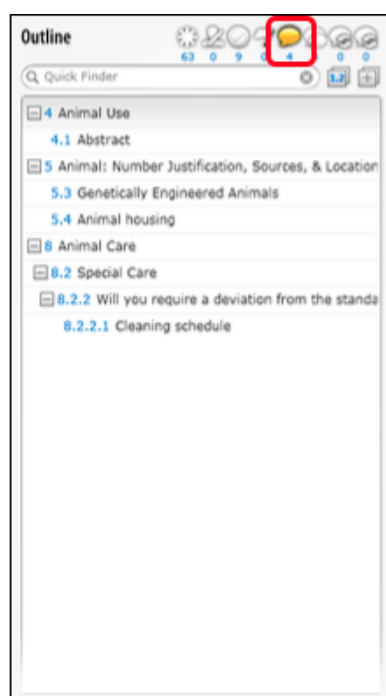
This filter displays questions that have summarized comments from a previous review.

Examples Of Filter Use

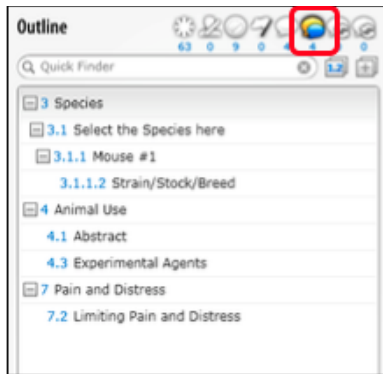
Outline displays all questions because no filters are active.



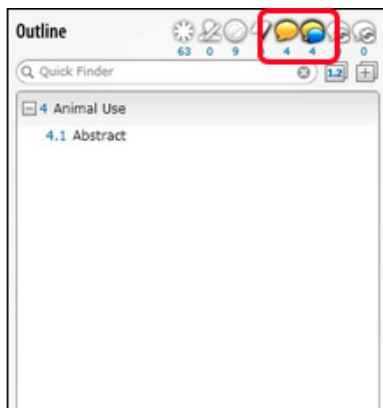
Only **Questions with My Comments** filter is active. Accordingly, only questions the user commented upon are displayed.



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



Both filters are active. There is only one question (Abstract) that contains comments from both the reviewer who is logged in and the other reviewers. Therefore, only that one question is displayed.



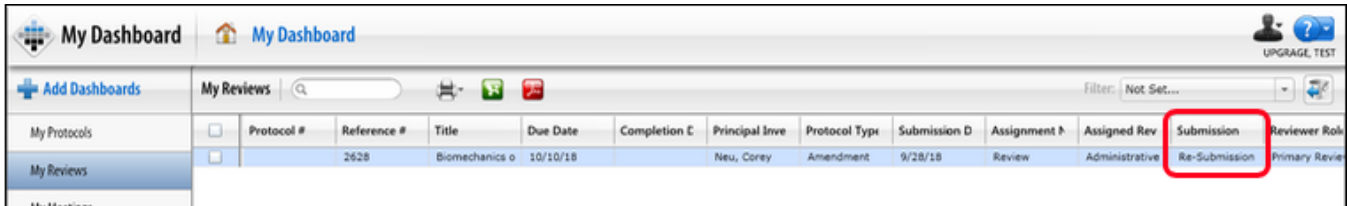
Click on the question in the Outline to navigate there directly. – The comments are displayed below the entry.

4. 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.

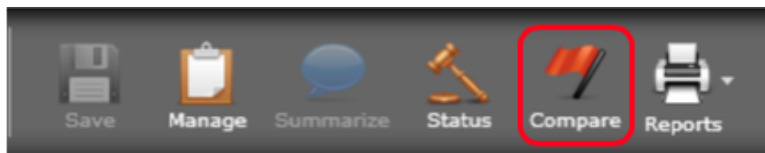
Select Versions To Compare

Step 1: Open a review that has been modified and resubmitted.

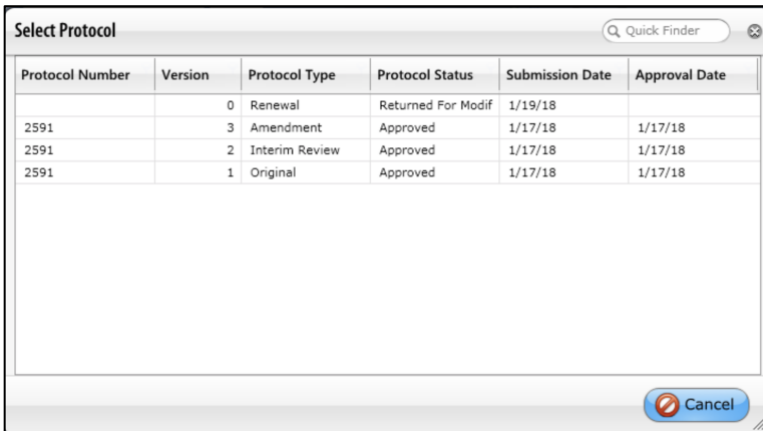


My Protocols	Protocol #	Reference #	Title	Due Date	Completion %	Principal Inve	Protocol Type	Submission D	Assignment D	Assigned Rev	Submission	Reviewer Role
My Reviews		2628	Biomechanics o	10/10/18		Neu, Corey	Amendment	9/28/18	Review	Administrative	Re-Submission	Primary Review

Step 2: Click **Compare** in the menu bar.



Step 3: Select a previously submitted version.



Protocol Number	Version	Protocol Type	Protocol Status	Submission Date	Approval Date
	0	Renewal	Returned For Modif	1/19/18	
2591	3	Amendment	Approved	1/17/18	1/17/18
2591	2	Interim Review	Approved	1/17/18	1/17/18
2591	1	Original	Approved	1/17/18	1/17/18

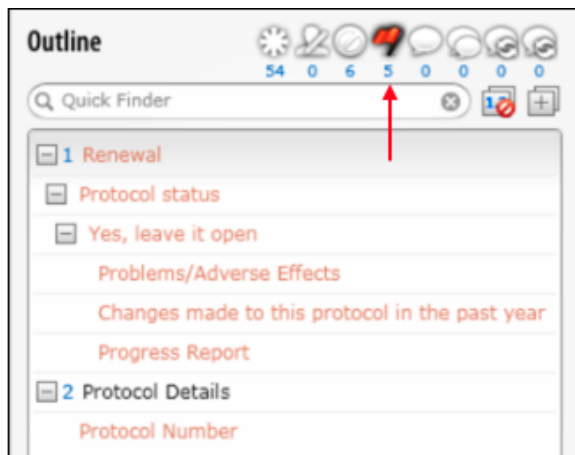
Note: Forms are ordered from newest (top) to oldest (bottom), by default.

Comparison View Explained

1. The two submissions are displayed side-by-side, with the previous submission on the right.
2. Responses to questions that have been modified/updated is displayed in orange font.
3. Total number of changed answers is displayed under the *Questions with Changed Answers* filter icon.



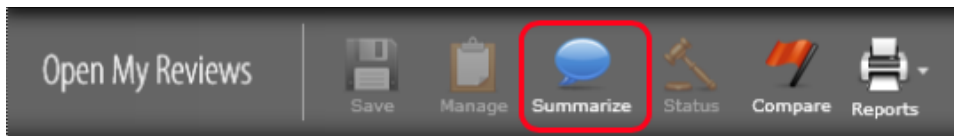
To display only the questions that have been modified in the *Outline*, click the **Questions with Changed Answers** filter icon.



5. Finalizing A Review

Set Closing Remarks

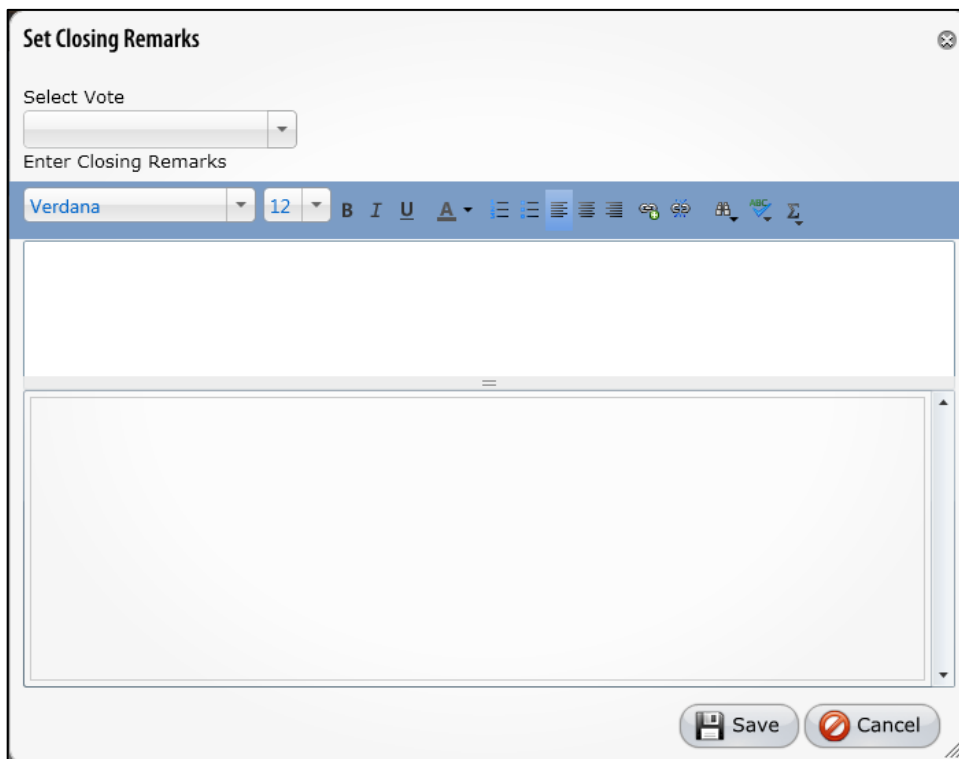
Step 1: When all comments have been entered, click the **Summarize** button at the top of the screen.



Step 2: A **Set Closing Remarks** window pops-up.

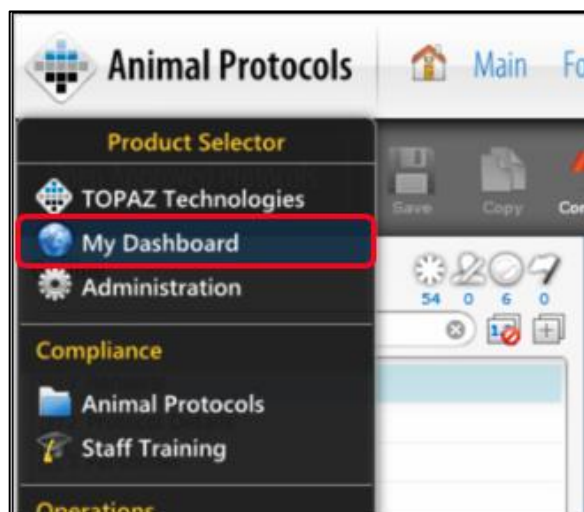
- Choose to *Approve*, *Not Approve*, or *Return for Modification*.
- Select yes/no for a *Full Committee Review* (if necessary).
- Provide remarks and review remarks from other reviewers.

Step 3: When finished, click **Save**.

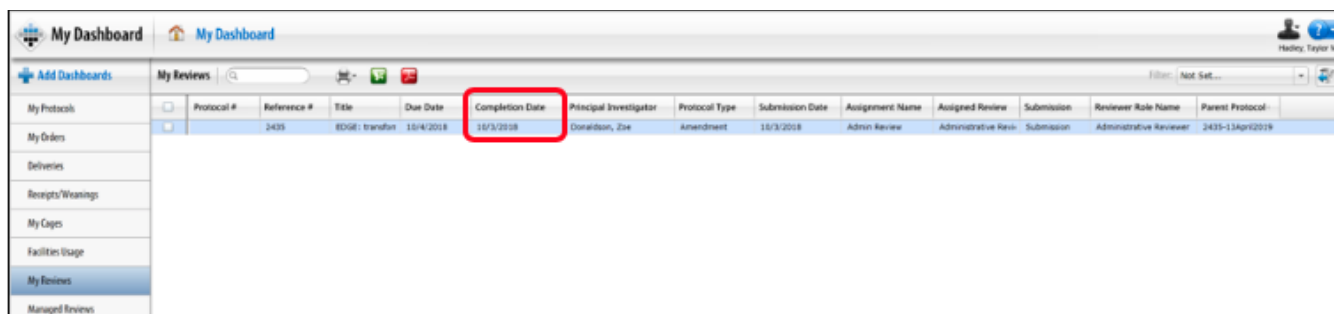
A screenshot of a 'Set Closing Remarks' dialog box. At the top, it has a title bar with a close button. Below the title, there is a 'Select Vote' dropdown menu. Underneath that is a text area labeled 'Enter Closing Remarks'. Above this text area is a rich text editor toolbar with options for font face (Verdana), font size (12), bold (B), italic (I), underline (U), text color (A), bulleted list, numbered list, decrease indent, increase indent, link, unlink, insert image, and insert video. The text area itself is empty. At the bottom right of the dialog box are two buttons: 'Save' (with a floppy disk icon) and 'Cancel' (with a red circle and slash icon).

Return To The Dashboard To Access Reviews

Step 1: Upon saving the closing remarks, the protocol will be on screen. Navigate back to the dashboard by clicking on **My Dashboard** in the *Product Selector* menu.



Step 2: On the *My Dashboard* screen under **My Reviews**, today's date will appear in the *Completion Date* column for the completed review for the given protocol.



Protocol #	Reference #	Title	Due Date	Completion Date	Principal Investigator	Protocol Type	Submission Date	Assignment Name	Assigned Review	Submission	Reviewer Role Name	Parent Protocol
2435	8058	transfer	10/4/2018	10/3/2018	Donaldson, Zoe	Amendment	10/3/2018	Admin Review	Administrative Review	Submission	Administrative Reviewer	2435-13Apr2019

Logout And Exit

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

