IACUC Review Guide

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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](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.

![Topaz Login Page](image)

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

![Topaz Dashboard](image)
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.

![Dashboard screenshot](image1)

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

![Outline](image)

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

![Outline](image)

**Filter Types:**

- **Required Questions**
  ![Required Questions](image)
  This filter displays all questions that are marked as required.

- **E-Signature Questions**
  ![E-Signature Questions](image)
  This filter displays all questions that require an e-signature sign-off.

- **Unanswered Questions**
  ![Unanswered Questions](image)
  This filter displays all questions that were not answered by the author, PI, or other individual who submitted the protocol for review.
o **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.)

o **Questions with My Comments**

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

o **Questions with Comments from Other Reviewers**

This filter displays questions that have comments from other reviewers.

o **Questions with Summary Comments**

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

o **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.

Step 2: Click Compare in the menu bar.

Step 3: Select a previously submitted version.

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**.
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.

![My Dashboard](image)

**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.

![My Dashboard](image)

**Logout And Exit**

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

![Logout](image)