The University of Texas Rio Grande Valley

WELCOME

TO THE NEW IACUC ELECTRONIC SYSTEM

Tick@lab

Amendments (Modifications) and Annual Review Submission Training

IMPORTANT NOTE: Remember to Allow Pop-Ups in your web browser.

If you do not allow pop-ups, the system will not work properly.

Tick@Lab URL

https://lar.utrgv.edu/tickatlab/default.aspx

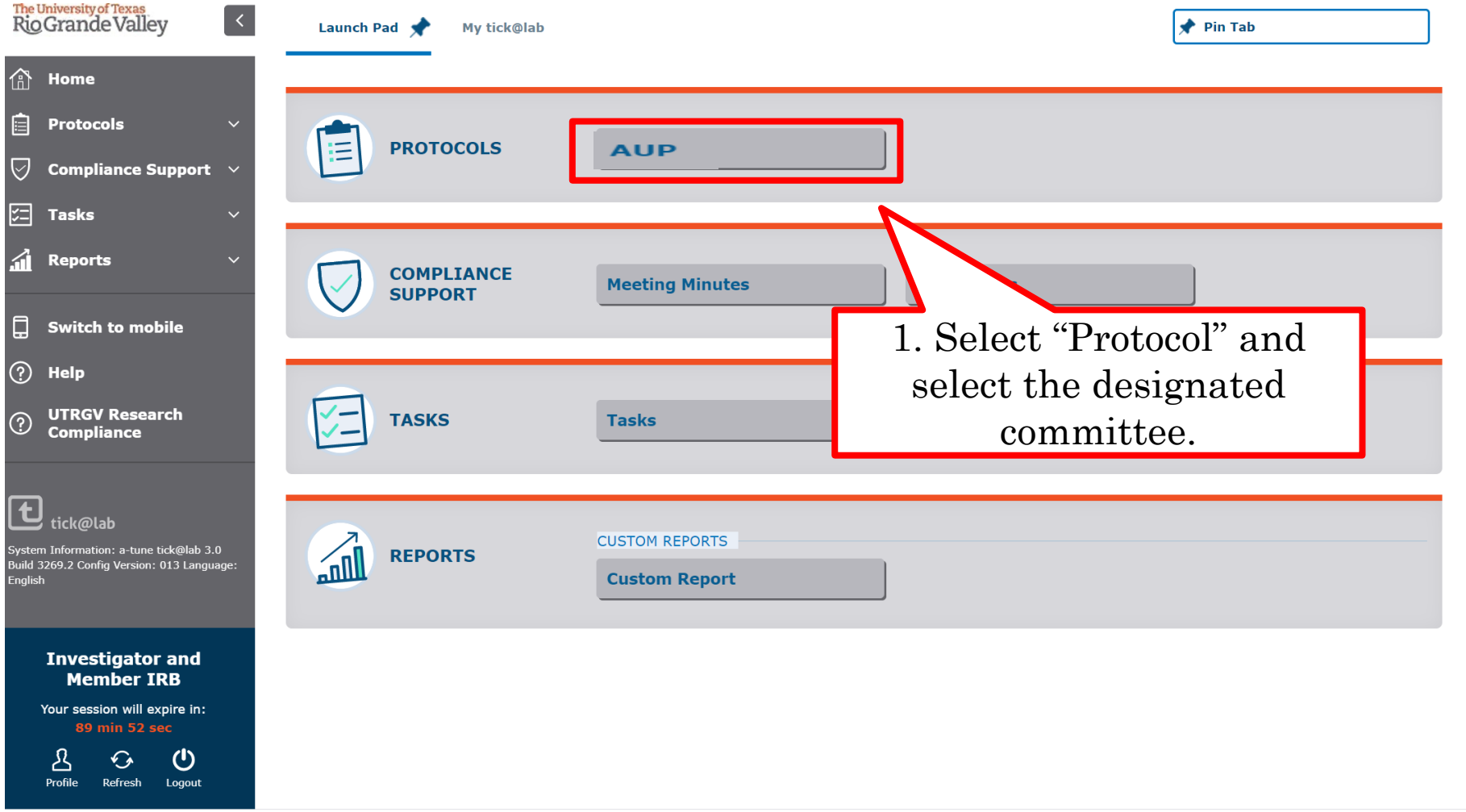
Log in with your UTRGV Credentials

Due to PeopleSoft integration issues, you may not have automatic access to Tick@Lab.

If you are unable to log in please contact the Office of Research Compliance (956) 882-7743. Or, you may also email the IACUC to iacuc@utrgv.edu

Note: You may have to complete a web form to request access.

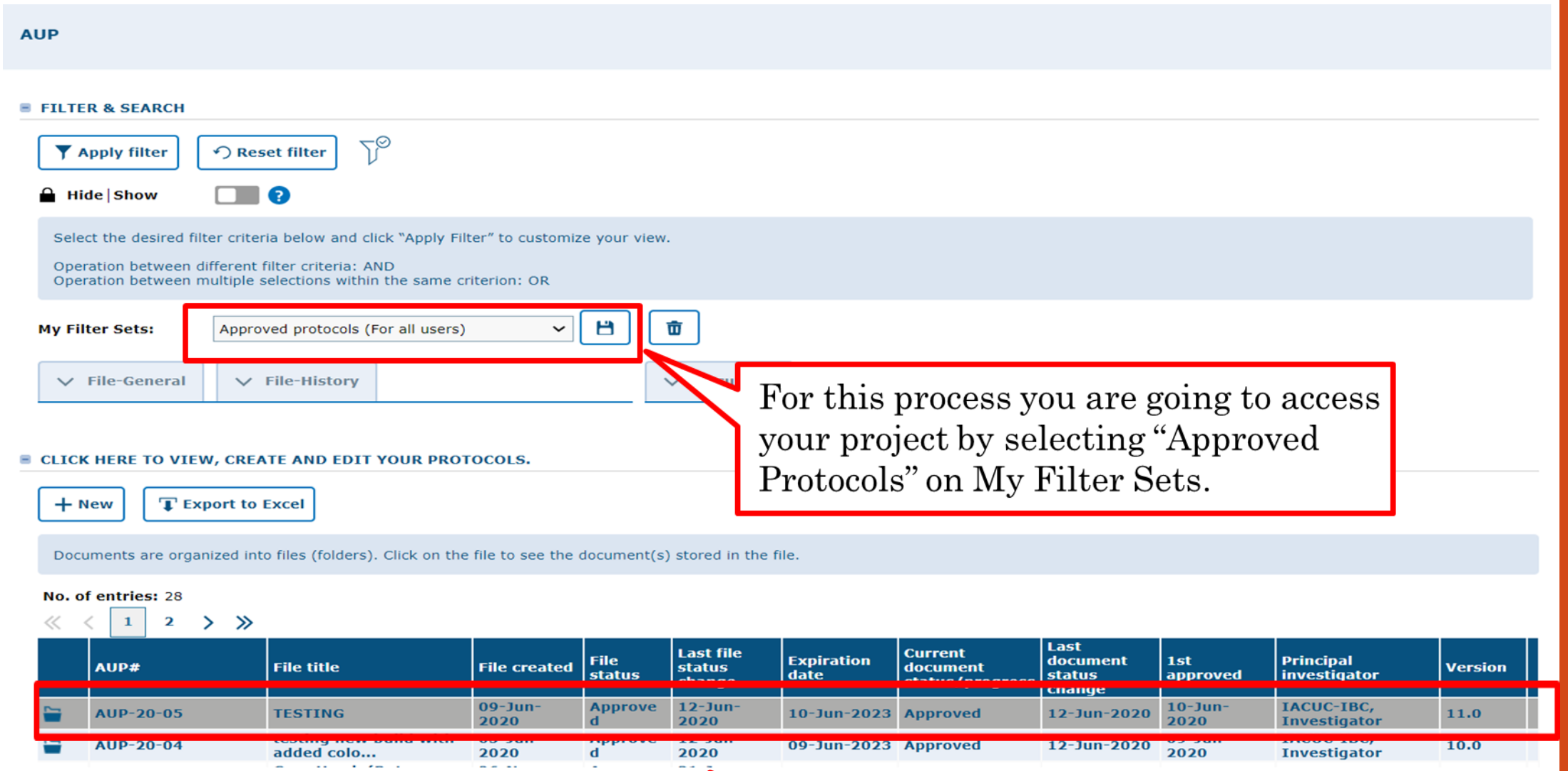
After Login in to Tick@lab,



How to Submit an Amendment (Modification) Request

Submission Steps

Please note: The PI or Co-Investigators can amend (modify) an approved protocol.

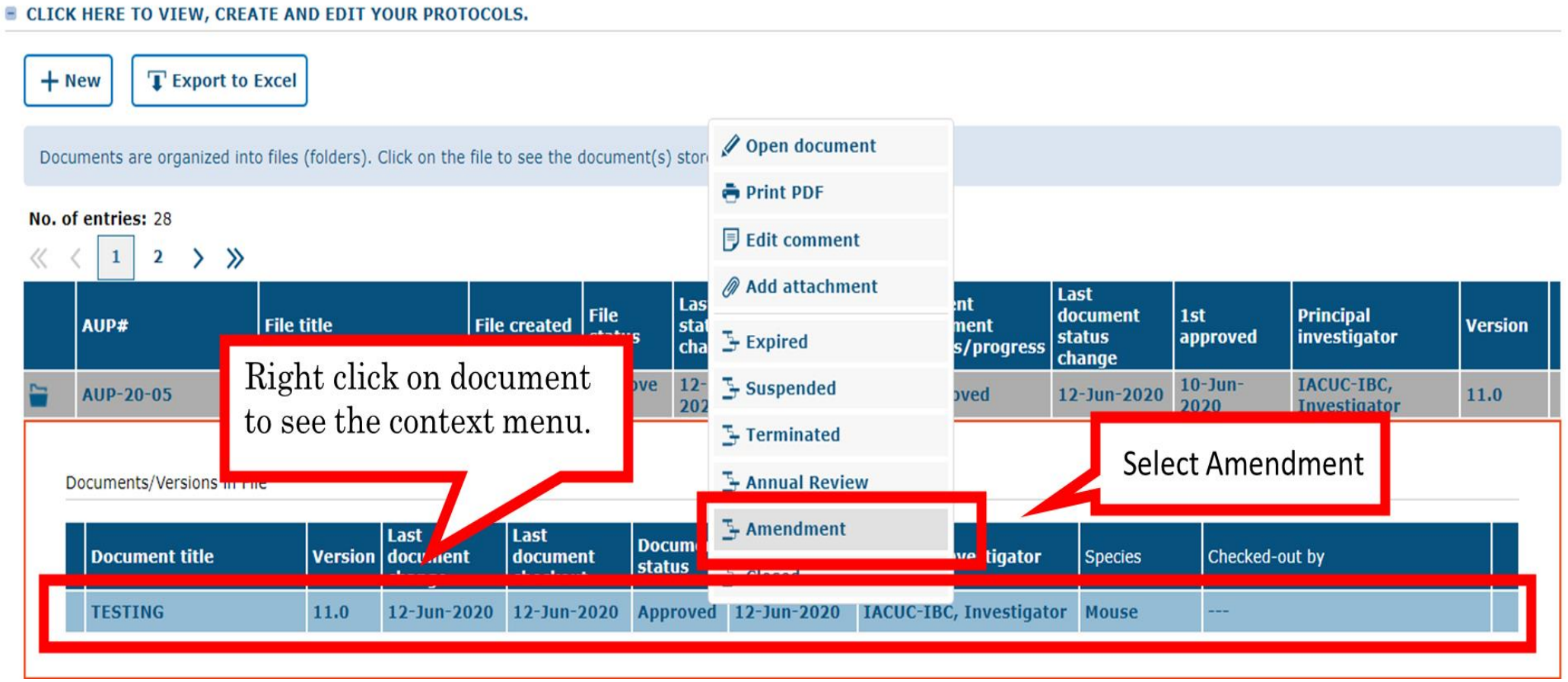


For this process you are going to access your project by selecting "Approved Protocols" on My Filter Sets.

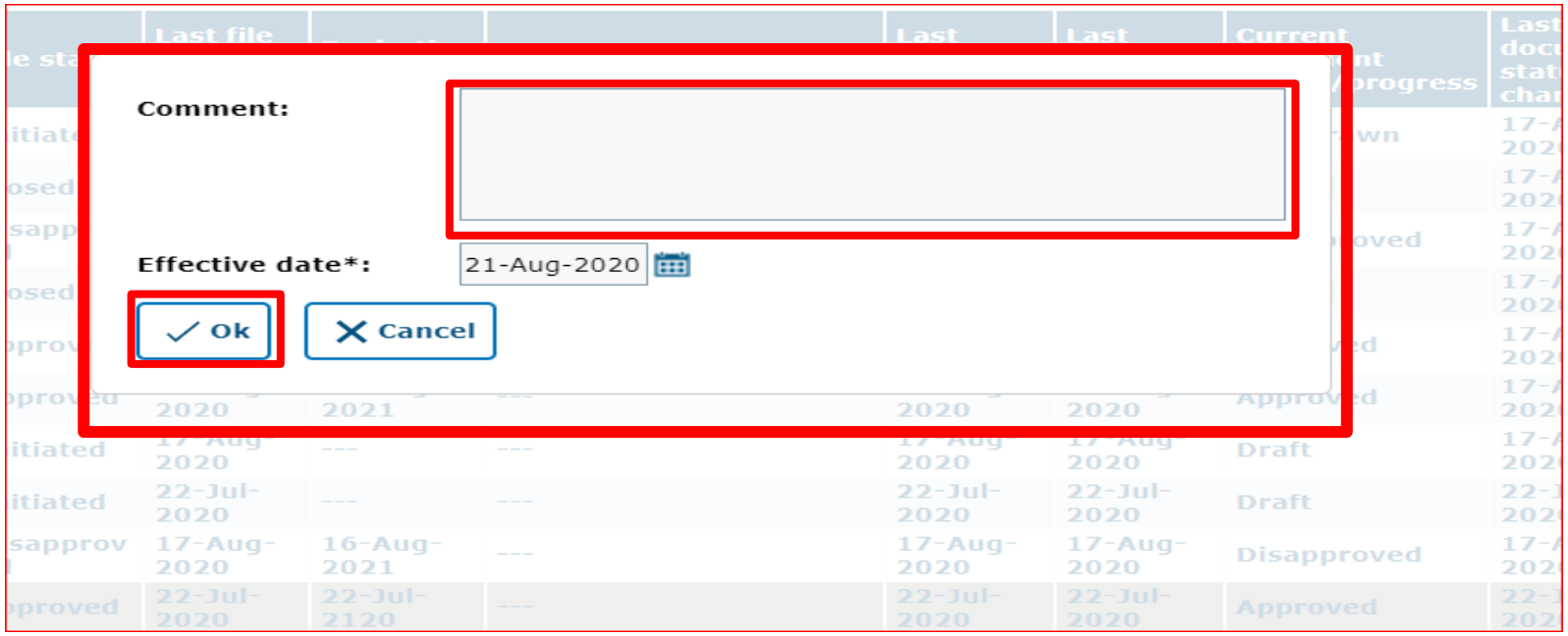
Double click on any part of the main information to open Documents/Versions in the file.

The University of Texas Rio Grande Valley

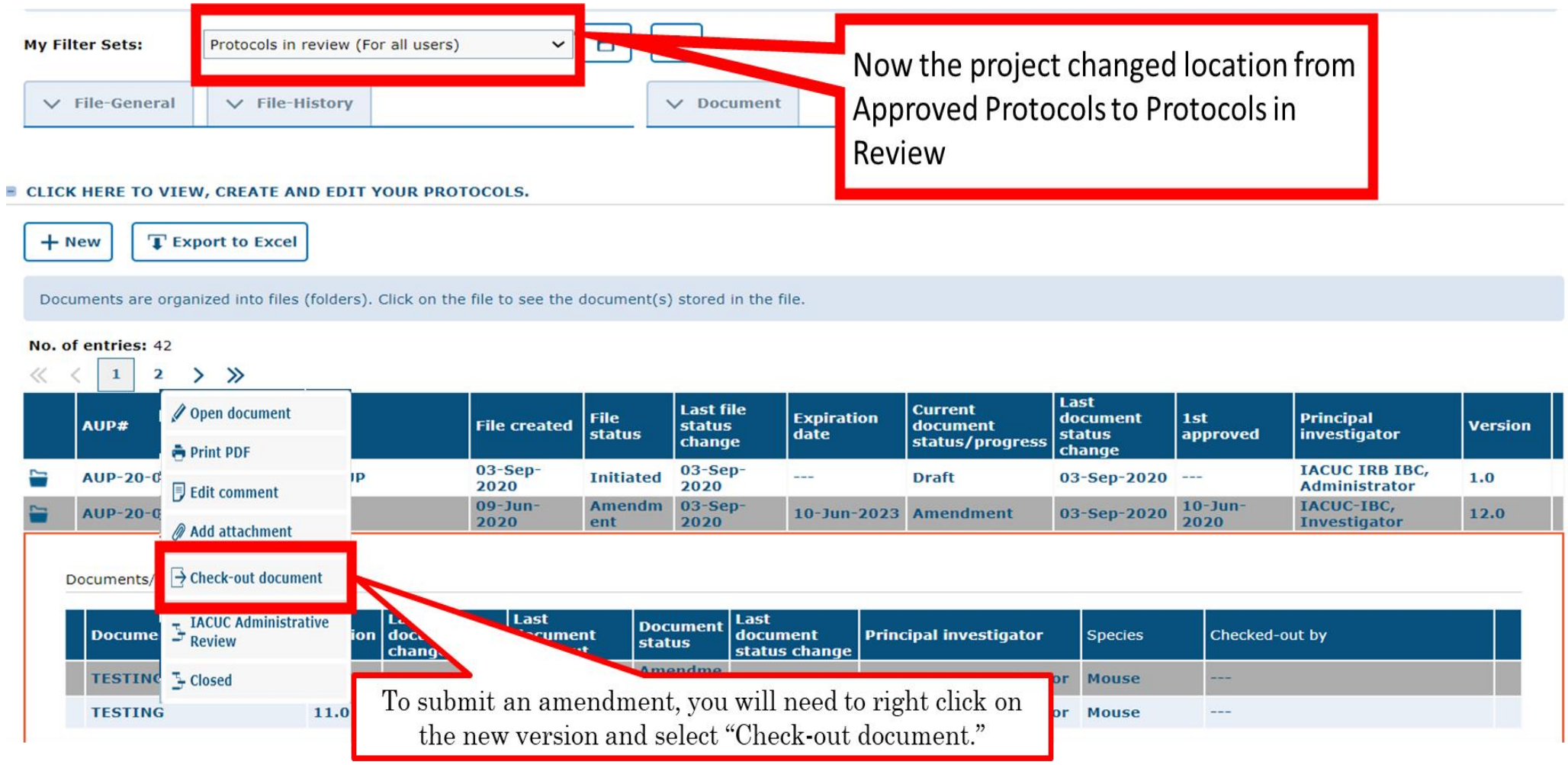
The Document/Version file contains a collection of documents related to the same study protocol, including your approved version of the initial protocol.

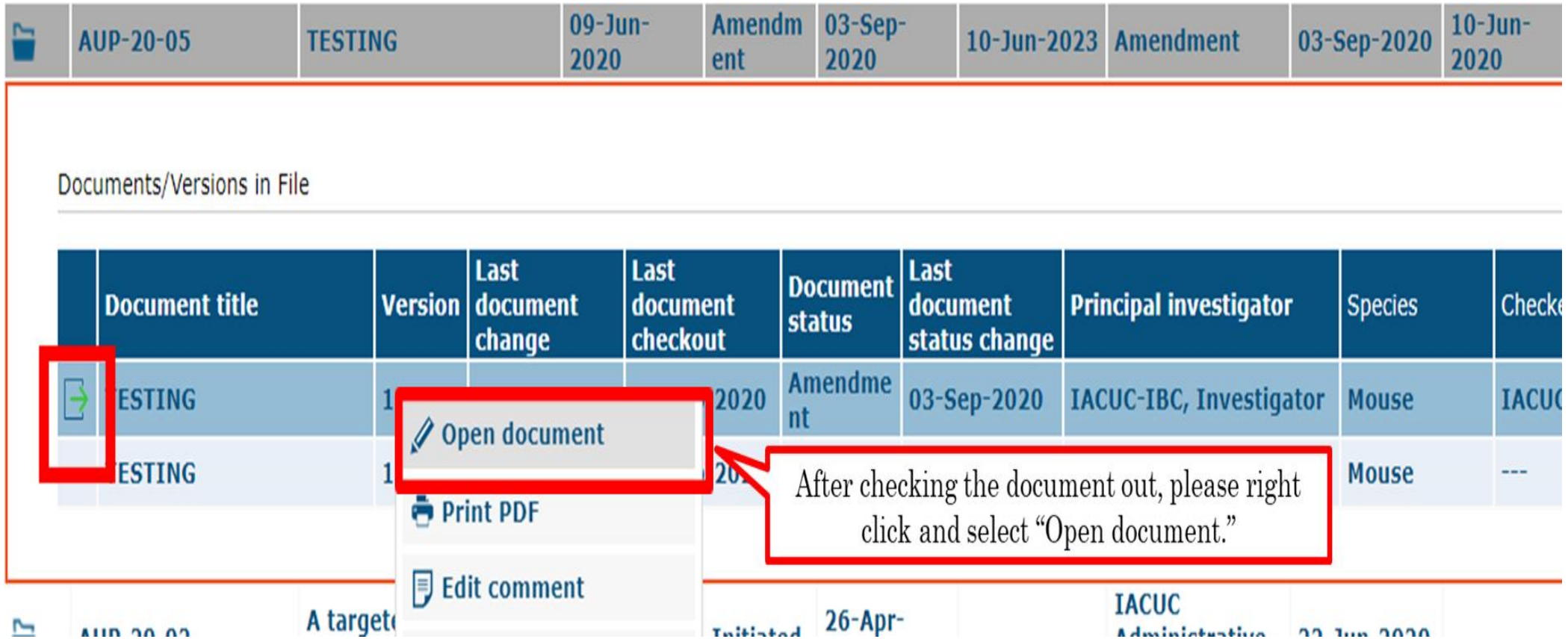


Please provide a brief description of the amendment and click “Ok.”

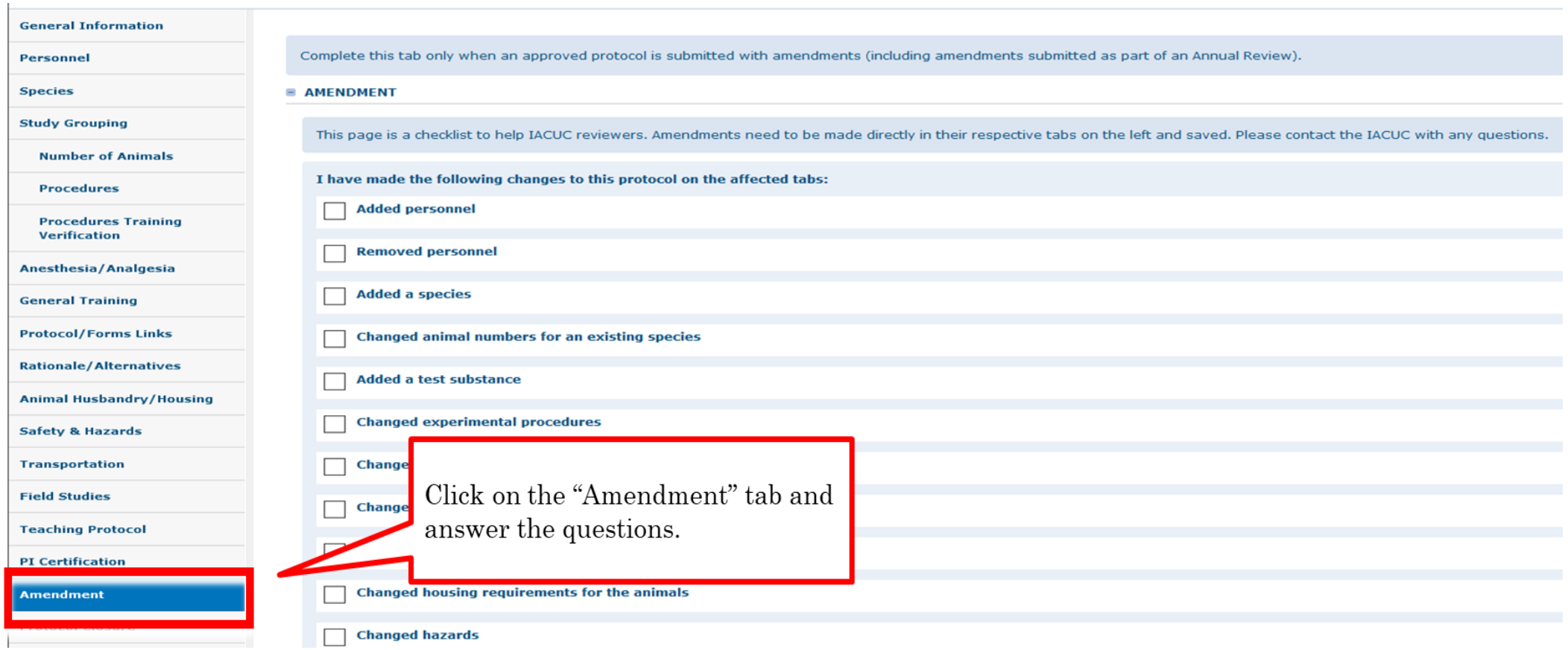


Now you will see that an additional document version is created.

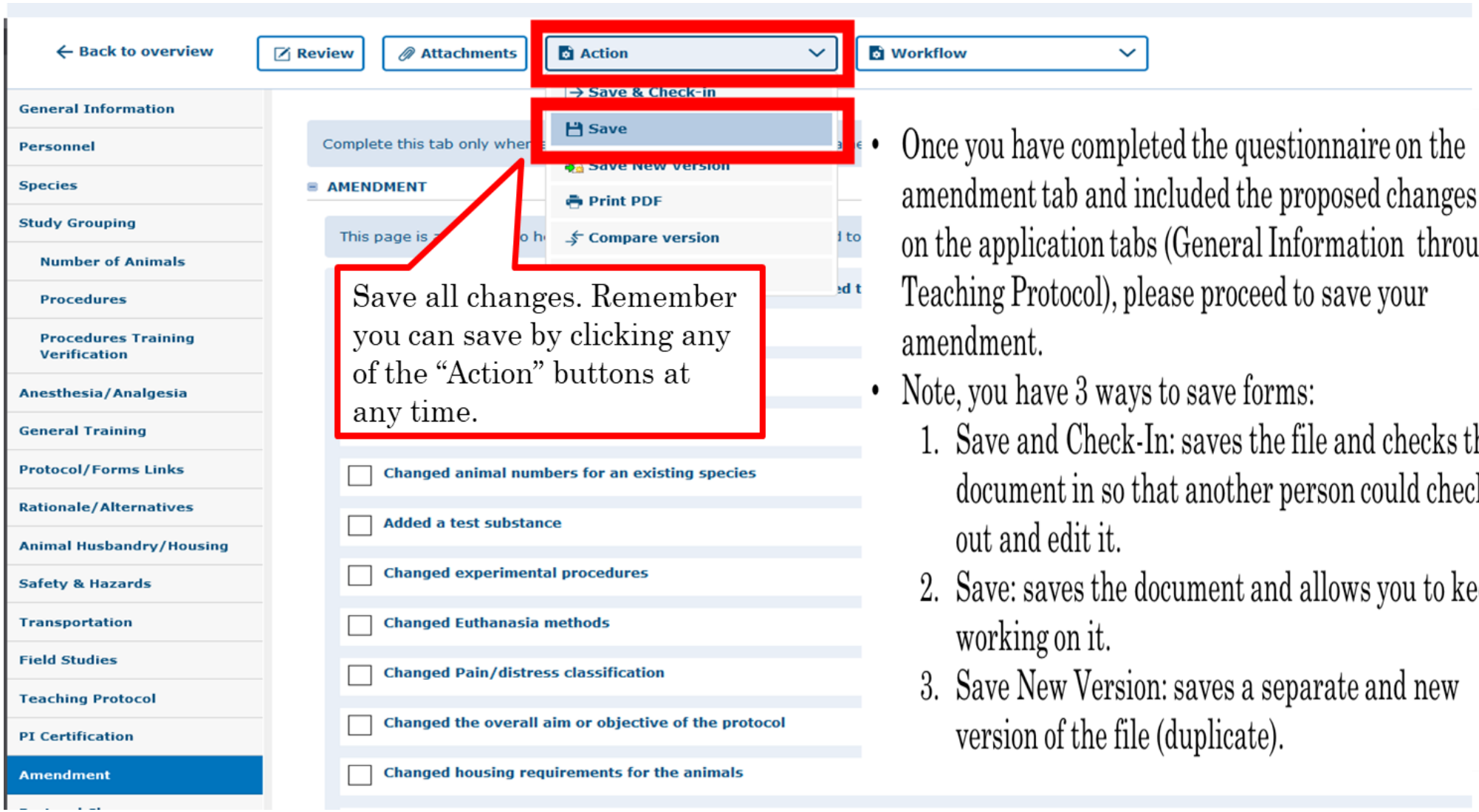



AUP-20-05
TESTING
09-Jun-2020
Amendment
03-Sep-2020
10-Jun-2023
Amendment
03-Sep-2020
10-Jun-2020
Documents/Versions in File
Document title
Version
Last document change
Last document checkout
Document status
Last document status change
Principal investigator
Species
Checke
TESTING
Amendment
03-Sep-2020
IACUC-IBC, Investigator
Mouse
IACUC
TESTING
Mouse

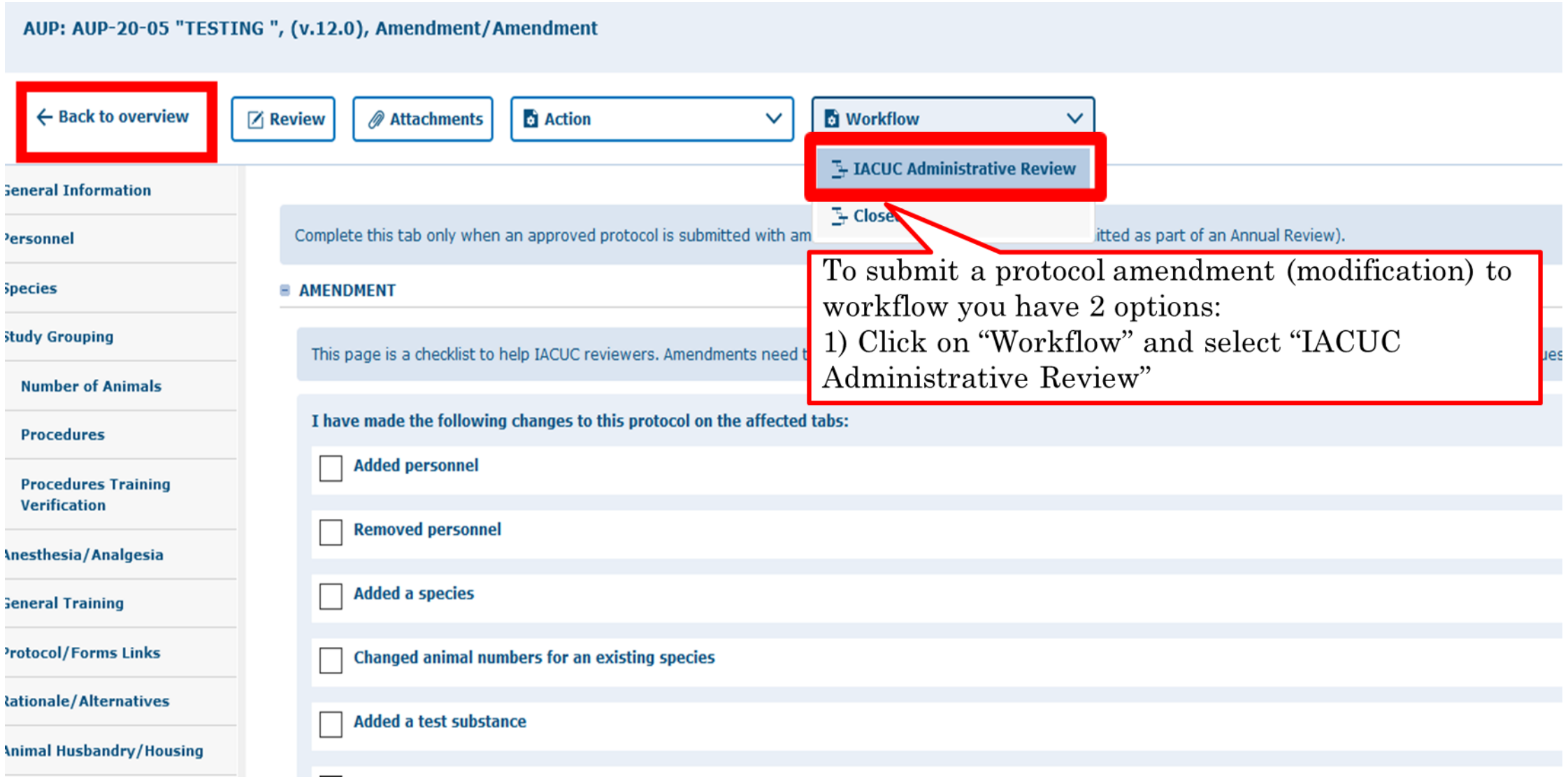
Open document
Print PDF
Edit comment
After checking the document out, please right click and select "Open document."
A target
26-Apr-
IACUC



Tick@lab will often ask you if your modifications were also captured in the appropriate tabs (General Information through Teaching Protocol). If your approved application was generated in Tick@lab, you will see the original information you entered. If that is the case all you need to do is modify the text. If your approved protocol was processed originally on a paper and pencil submission, your approved protocol will be uploaded into Tick@lab as an attachment. However, to process the amendment you will need to enter the proposed modification into each of the tabs.



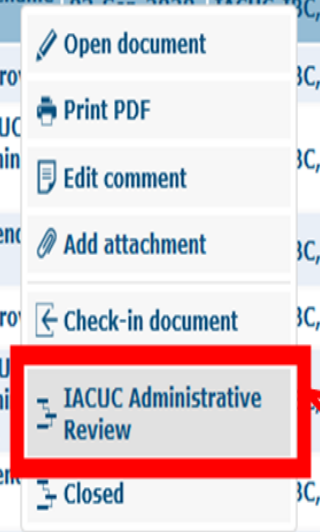
- Once you have completed the questionnaire on the amendment tab and included the proposed changes in on the application tabs (General Information through Teaching Protocol), please proceed to save your amendment.
- Note, you have 3 ways to save forms:
  1. Save and Check-In: saves the file and checks the document in so that another person could check it out and edit it.
  2. Save: saves the document and allows you to keep working on it.
  3. Save New Version: saves a separate and new version of the file (duplicate).


AUP: AUP-20-05 "TESTING ", (v.12.0), Amendment/Amendment
Back to overview
Review
Attachments
Action
Workflow
IACUC Administrative Review
Close
General Information
Personnel
Species
Study Grouping
Number of Animals
Procedures
Procedures Training Verification
Anesthesia/Analgesia
General Training
Protocol/Forms Links
Rationale/Alternatives
Animal Husbandry/Housing
Complete this tab only when an approved protocol is submitted with am
itted as part of an Annual Review).
AMENDMENT
This page is a checklist to help IACUC reviewers. Amendments need t
ues
I have made the following changes to this protocol on the affected tabs:
Added personnel
Removed personnel
Added a species
Changed animal numbers for an existing species
Added a test substance
To submit a protocol amendment (modification) to workflow you have 2 options:
1) Click on "Workflow" and select "IACUC Administrative Review"

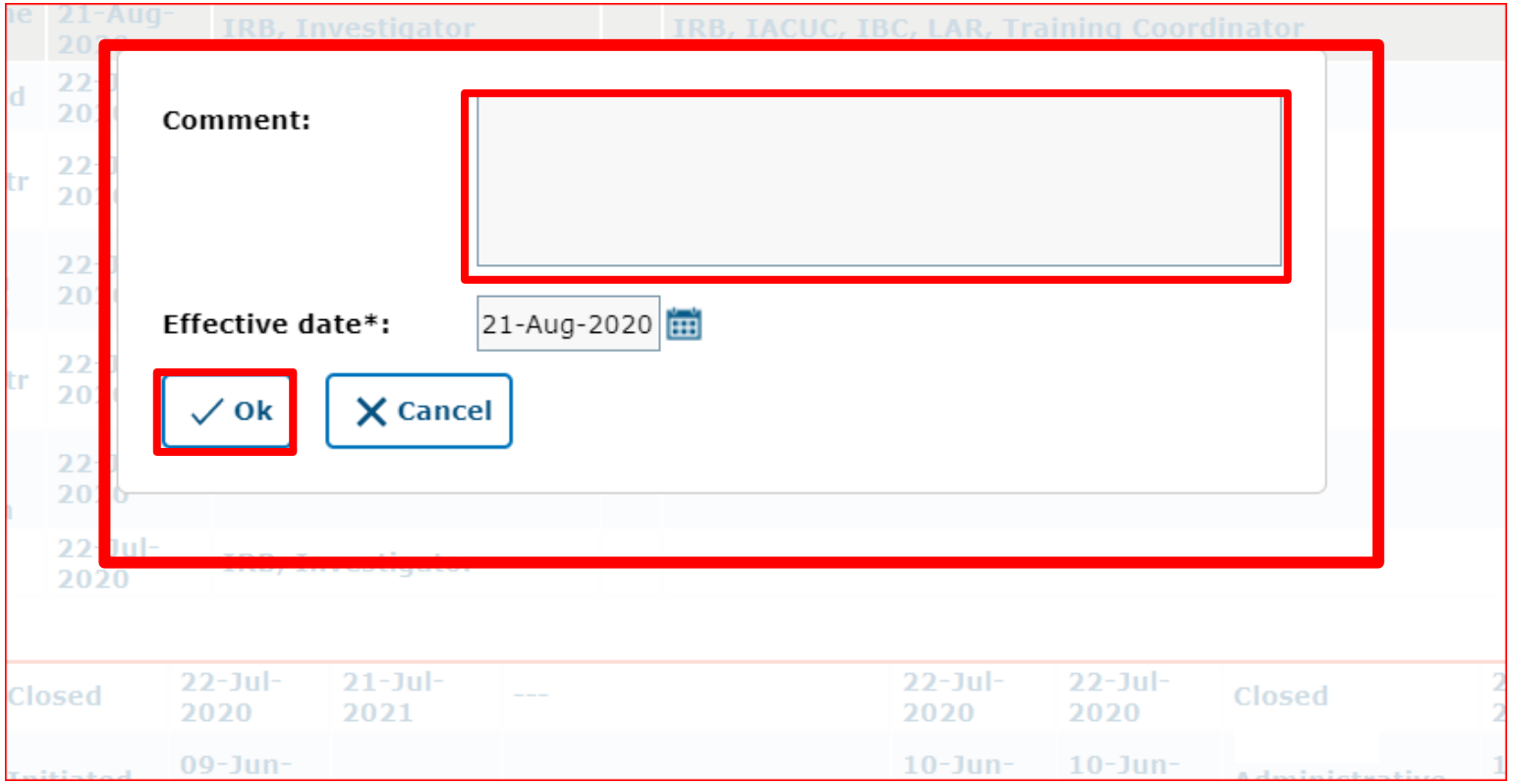
	AUP-20-05	TESTING	09-Jun-2020	Amendment	03-Sep-2020	10-Jun-2023	Amendment	03-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	12.0	

Documents/Versions in File

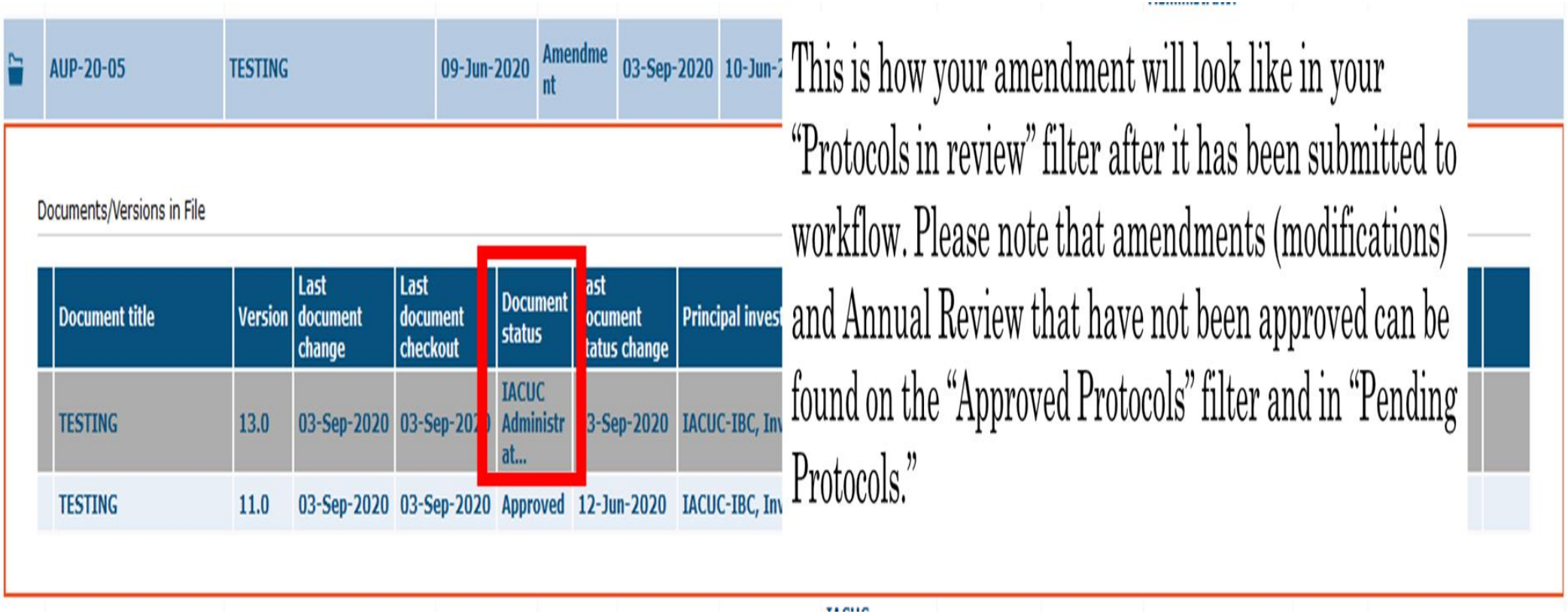
	Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by	
	TESTING	12.0	03-Sep-2020	03-Sep-2020	Amendment		IACUC-IBC, Investigator	Mouse	IACUC IRB IBC, Administrator	
	TESTING	11.0	03-Sep-2020	03-Sep-2020	Approv		BC, Investigator	Mouse	---	
	TESTING	10.0	12-Jun-2020	12-Jun-2020	IACUC Admin at...		BC, Investigator	Mouse	---	
	TESTING	9.0	12-Jun-2020	12-Jun-2020	Amend nt		BC, Investigator	Mouse	---	
	TESTING	8.0	12-Jun-2020	12-Jun-2020	Approv		BC, Investigator	Mouse	---	
	TESTING	7.0	12-Jun-2020	12-Jun-2020	IACU Admi at...					
	TESTING	6.0	12-Jun-2020	12-Jun-2020	Amen nt		BC, Invest			
	TESTING	5.0	12-Jun-2020	12-Jun-2020	Approved	10-Jun-2020	IACUC-IBC, Invest			



Or, 2) Go back (using the back button on tick@lab) and select from the Context menu of your amendment version and click "IACUC Administrative Review"



Please include a comment that briefly summarizes proposed changes (E.g., add personnel, or modify procedures, etc.) and click “Ok.”



	AUP-20-05	TESTING	09-Jun-2020	Amendment	03-Sep-2020	10-Jun-2

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	ast ocument tatus change	Principal invest
TESTING	13.0	03-Sep-2020	03-Sep-202	IACUC Administrat...	3-Sep-2020	IACUC-IBC, Inv
TESTING	11.0	03-Sep-2020	03-Sep-2020	Approved	12-Jun-2020	IACUC-IBC, Inv

This is how your amendment will look like in your "Protocols in review" filter after it has been submitted to workflow. Please note that amendments (modifications) and Annual Review that have not been approved can be found on the "Approved Protocols" filter and in "Pending Protocols."

Your Amendment has been submitted to workflow for IACUC Review

How to Revise a Submitted Amendment

Returned to you for Revision

Once your amendment goes to the IACUC for review, one of the following will happen:

- Approved by the IACUC Administrative Review
- Referred to a Designated IACUC Member for review
- Referred to the Full Committee
- Returned to you For Revisions.

	AUP-20-05	TESTING	09-Jun-2020	Amendment	03-Sep-2020	10-Jun-2023	For Revision (IACUC CO)	03-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator

Documents/Versions in File

	Document title	Version	Last document change	Last document checkout	Document status	ast ocument tatus change	Principal investigator	Species	Checked-out by
	TESTING	14.0	03-Sep-2020	03-Sep-202	For Revision (IAC...	3-Sep-2020	IACUC-IBC, Investigator	Mouse	---
	TESTING	11.0	03-Sep-2020	03-Sep-2020	Approved	12-Jun-2020	IACUC-IBC, Investigator	Mouse	---

If your amendment application gets returned to you for revisions:

- You will get an email that Review comments need to be addressed and the amendment needs to be revised.
- Requested revisions, approval notices, and renewal reminders will also be sent by email to you as PI.

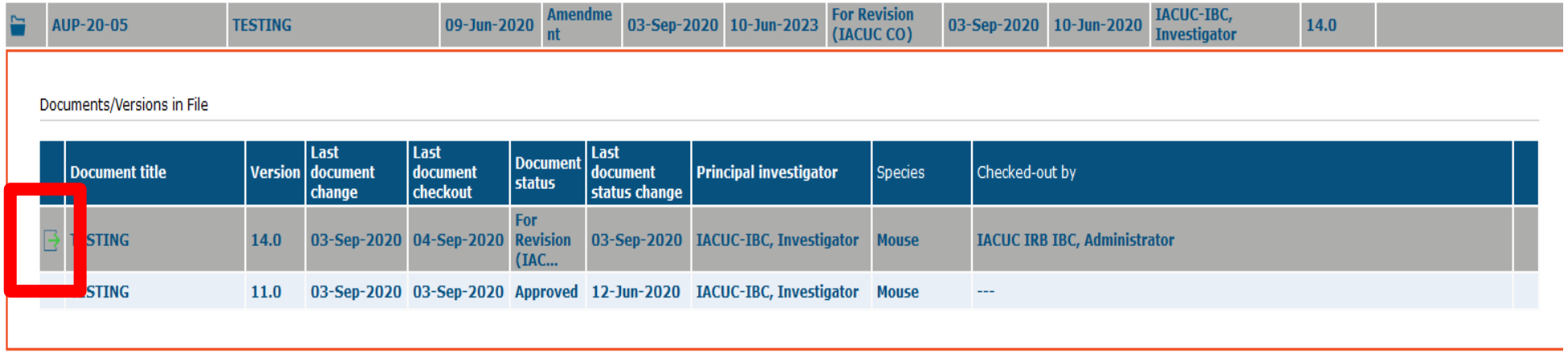
- In order to make changes to a document in Tick@lab you need to check-out the document first. During the time a document is checked-out, no other person can access your document (Other team members, IACUC Co, and/or Reviewer).
- Right-click on the document and select “check-out document.”

The University of Texas Rio Grande Valley

Remember, only one person at a time can work on an application.

- **Others can view in read-only mode, while the document is checked-out.**

Checked-in (operational mode): Means it is available to see and edit.

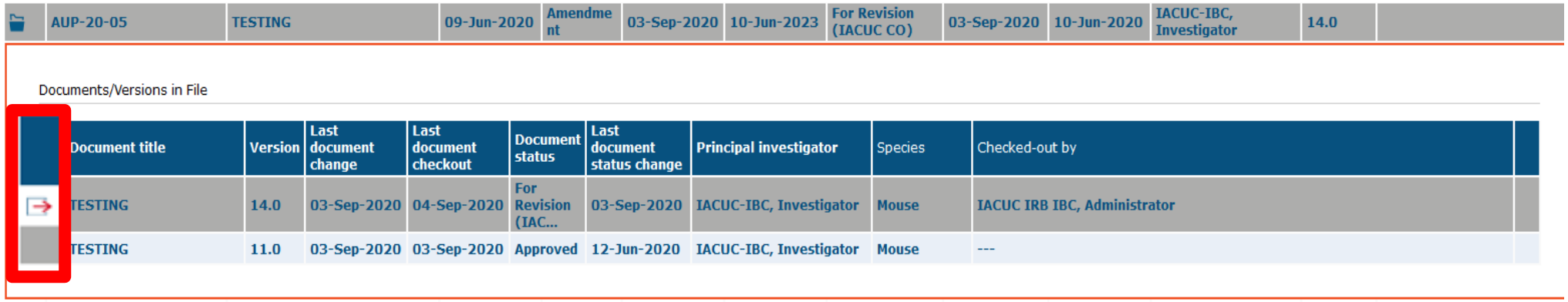


	AUP-20-05	TESTING	09-Jun-2020	Amendment	03-Sep-2020	10-Jun-2023	For Revision (IACUC CO)	03-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	14.0	

Documents/Versions in File

	Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by	
	TESTING	14.0	03-Sep-2020	04-Sep-2020	For Revision (IAC...	03-Sep-2020	IACUC-IBC, Investigator	Mouse	IACUC IRB IBC, Administrator	
	TESTING	11.0	03-Sep-2020	03-Sep-2020	Approved	12-Jun-2020	IACUC-IBC, Investigator	Mouse	---	

Checked-out (read-only mode): Means someone is working on the document.



	AUP-20-05	TESTING	09-Jun-2020	Amendment	03-Sep-2020	10-Jun-2023	For Revision (IACUC CO)	03-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	14.0	

Documents/Versions in File

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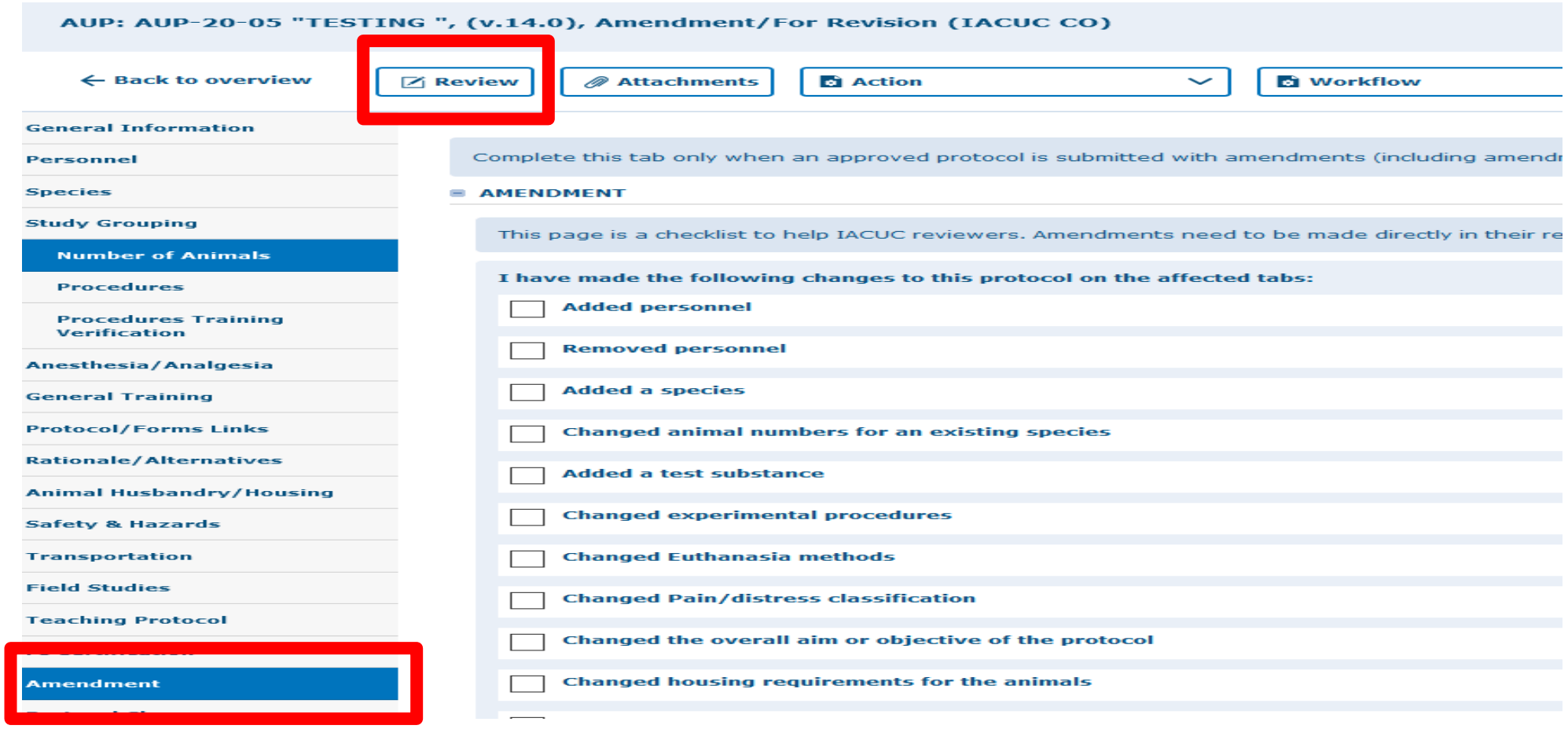
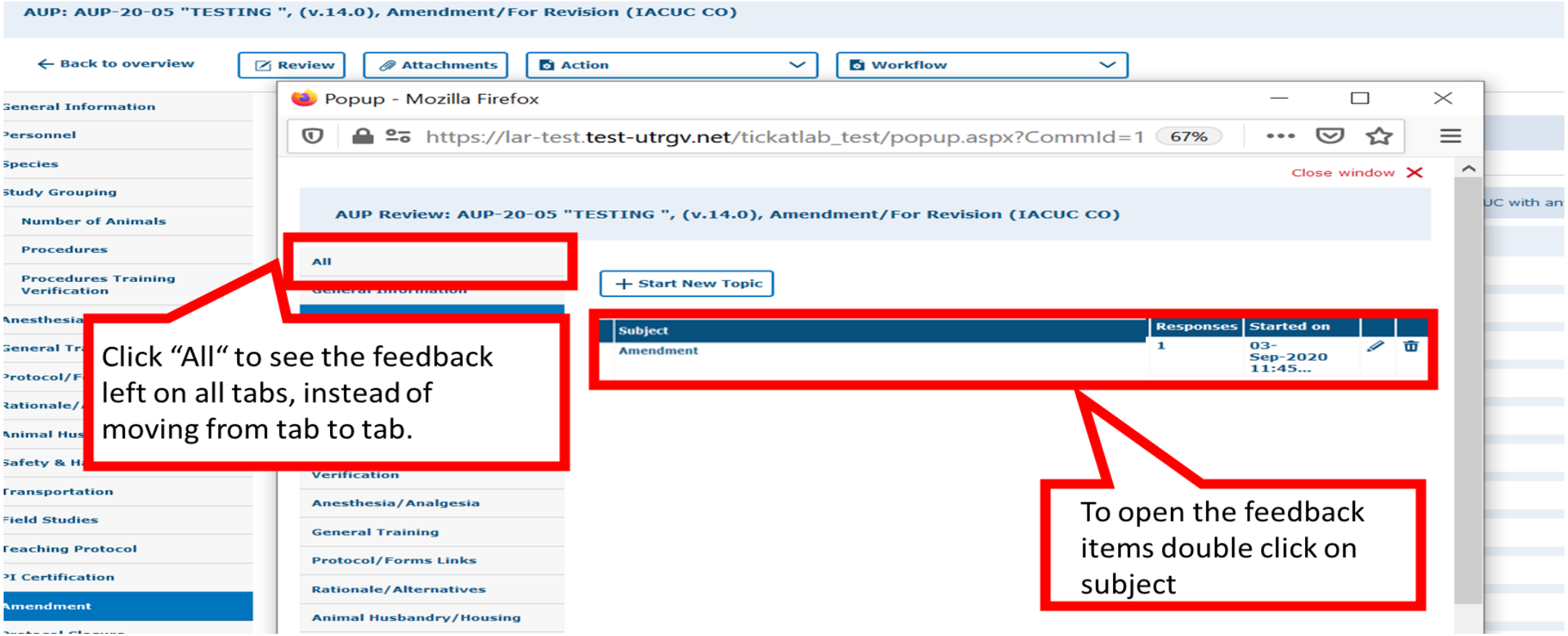
	TESTING	14.0	03-Sep-2020	04-Sep-2020	For Revision (IAC...	03-Sep-2020	IACUC-IBC, Investigator	Mouse	IACUC IRB IBC, Administrator	
	TESTING	11.0	03-Sep-2020	03-Sep-2020	Approved	12-Jun-2020	IACUC-IBC, Investigator	Mouse	---	

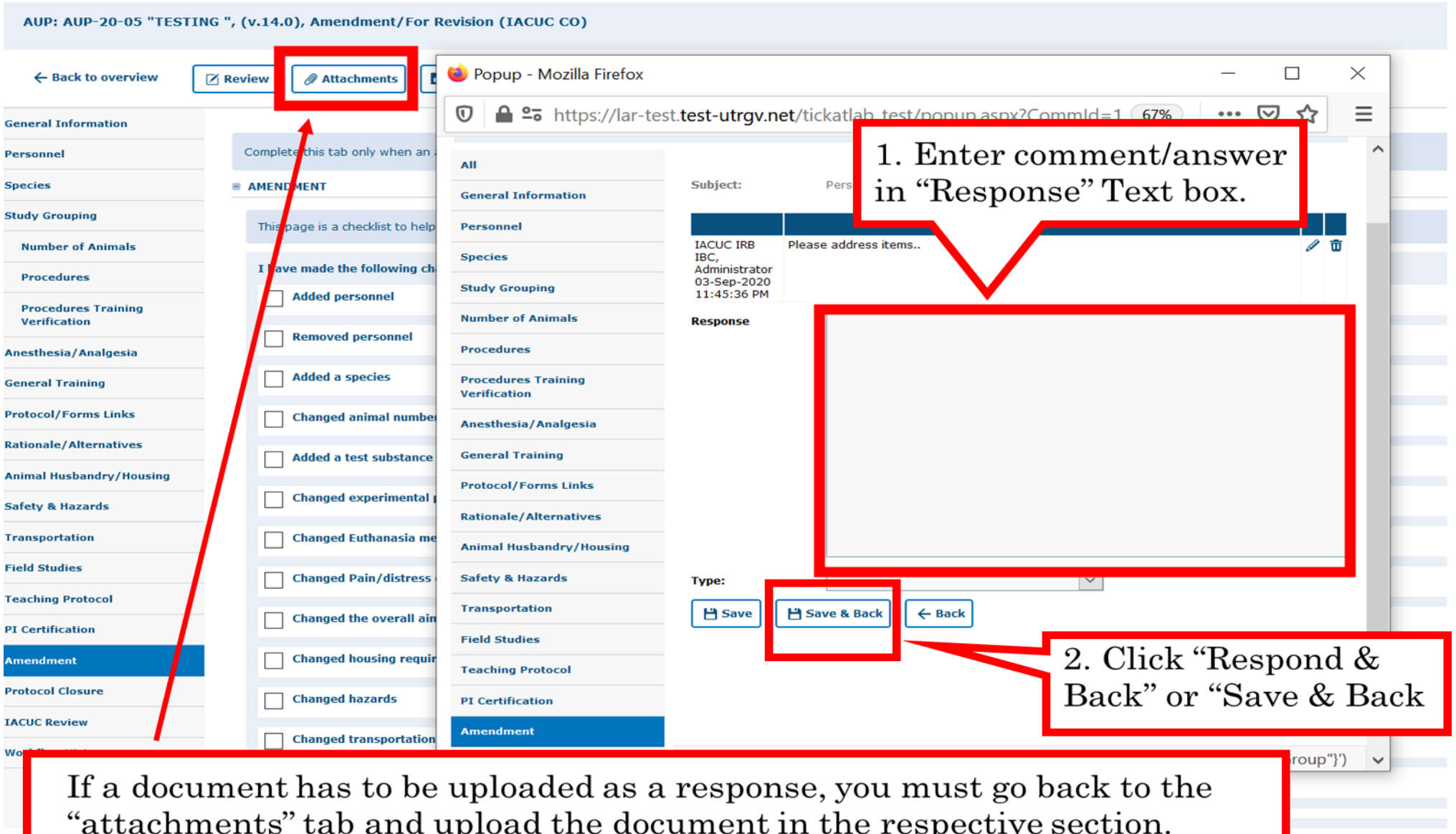
Once you have checked-out the Amendment application, then you can navigate all the revisions requested by using the review button

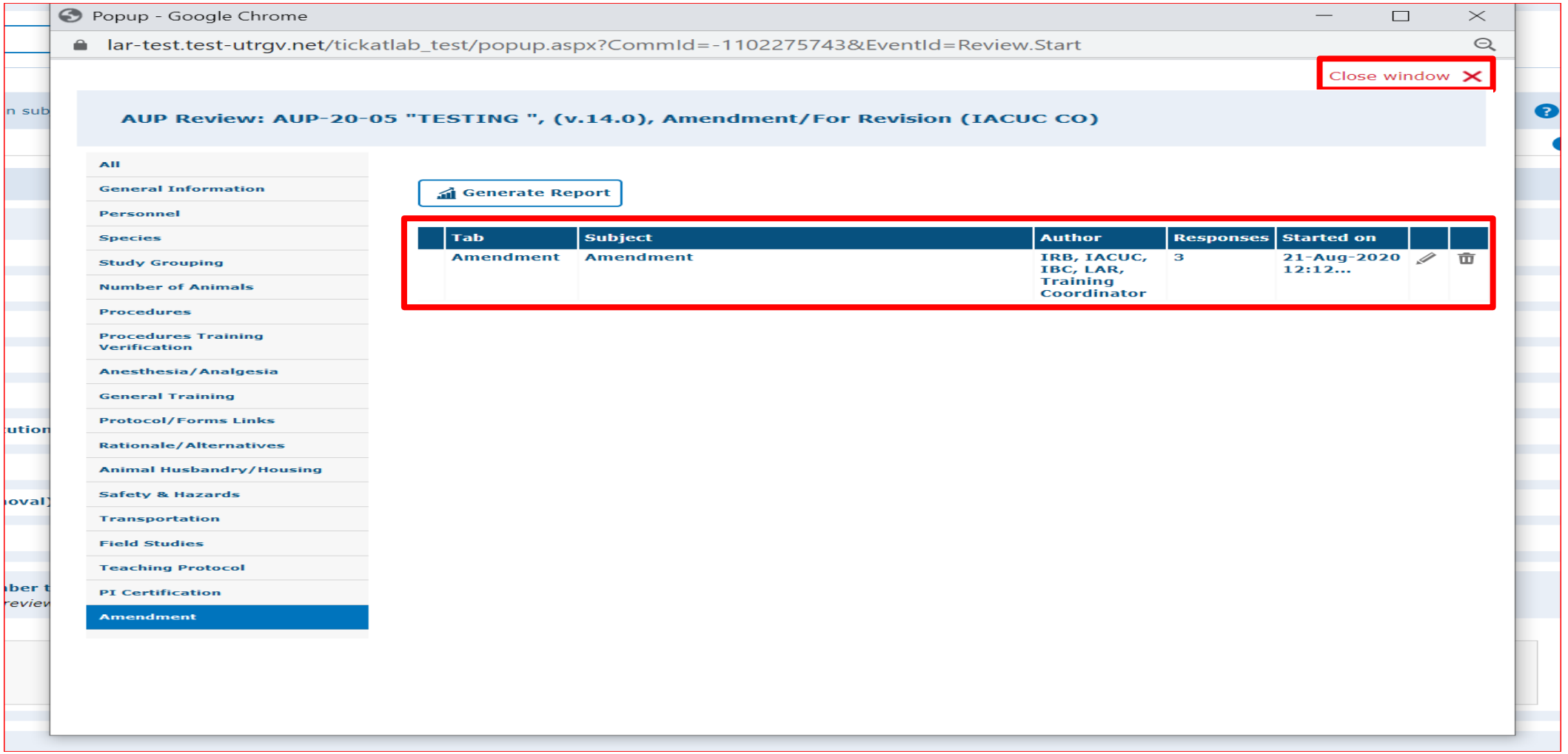


Click on “Review” button to see all feedback from the reviewer.



- As illustrated in the red box above, you will find a list of items requested by reviewers for the entire protocol.
- To respond to the feedback, please click on each topic under the "Subject" column to open a pop-op to respond.


AUP: AUP-20-05 "TESTING ", (v.14.0), Amendment/For Revision (IACUC CO)
Back to overview
Review
Attachments
General Information
Personnel
Species
Study Grouping
Number of Animals
Procedures
Procedures Training Verification
Anesthesia/Analgesia
General Training
Protocol/Forms Links
Rationale/Alternatives
Animal Husbandry/Housing
Safety & Hazards
Transportation
Field Studies
Teaching Protocol
PI Certification
Amendment
Protocol Closure
IACUC Review
AMENDMENT
Added personnel
Removed personnel
Added a species
Changed hazards
Changed transportation
Popup - Mozilla Firefox
https://lar-test.test-utrgv.net/tickatlab_test/popup.aspx?CommId=1
67%
All
Subject:
IACUC IRB IBC, Administrator 03-Sep-2020 11:45:36 PM
Please address items..
Response
Type:
Save
Save & Back
Back
1. Enter comment/answer in "Response" Text box.
2. Click "Respond & Back" or "Save & Back
If a document has to be uploaded as a response, you must go back to the "attachments" tab and upload the document in the respective section.



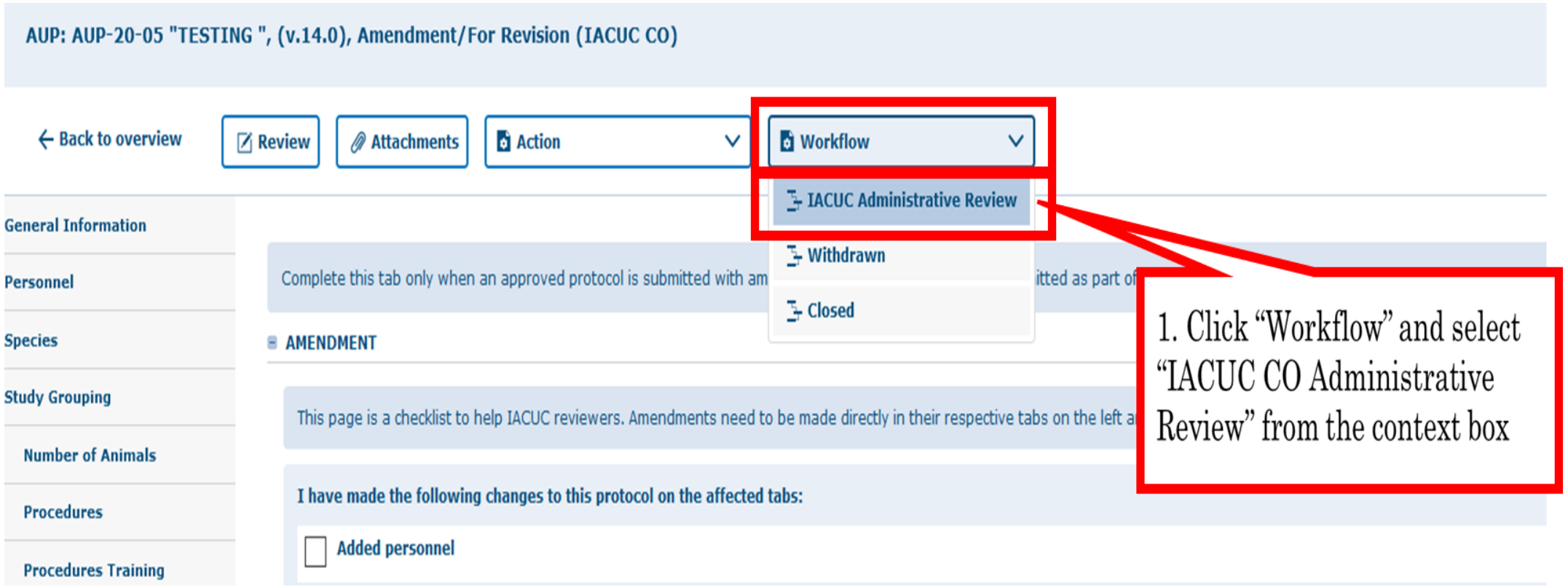
- After reviewing and addressing all items, click “close window”.
- Every time a researcher makes modification to a form a new version is activated in the system. The creation of versions allows the IACUC Coordinator and Committee Members to streamline the review by conducting automatic comparisons among versions.

Resubmitting an Amendment

Submitting back to Workflow, after making required revisions

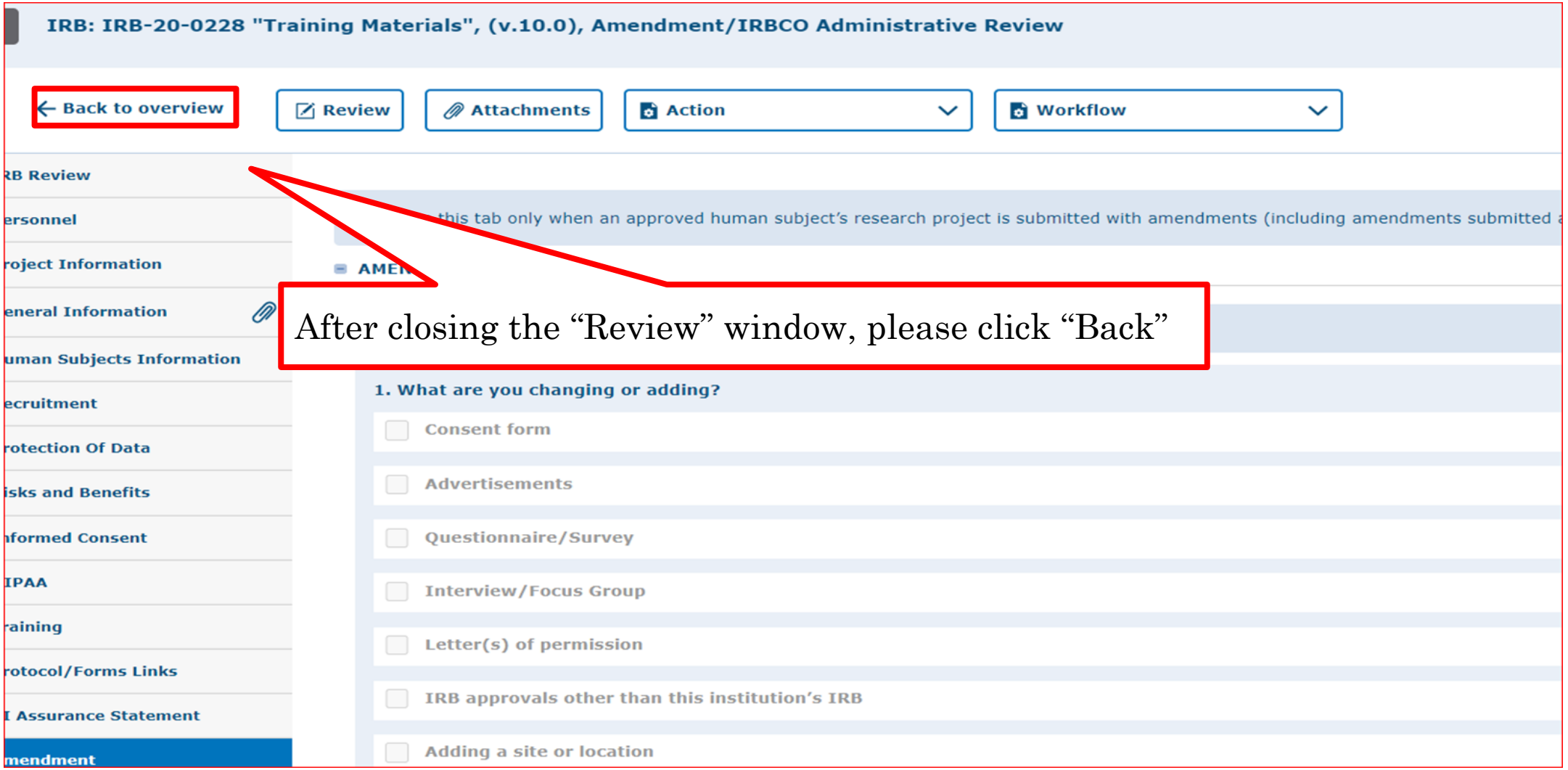
You have two options to submit your Revised Protocols back to Workflow.

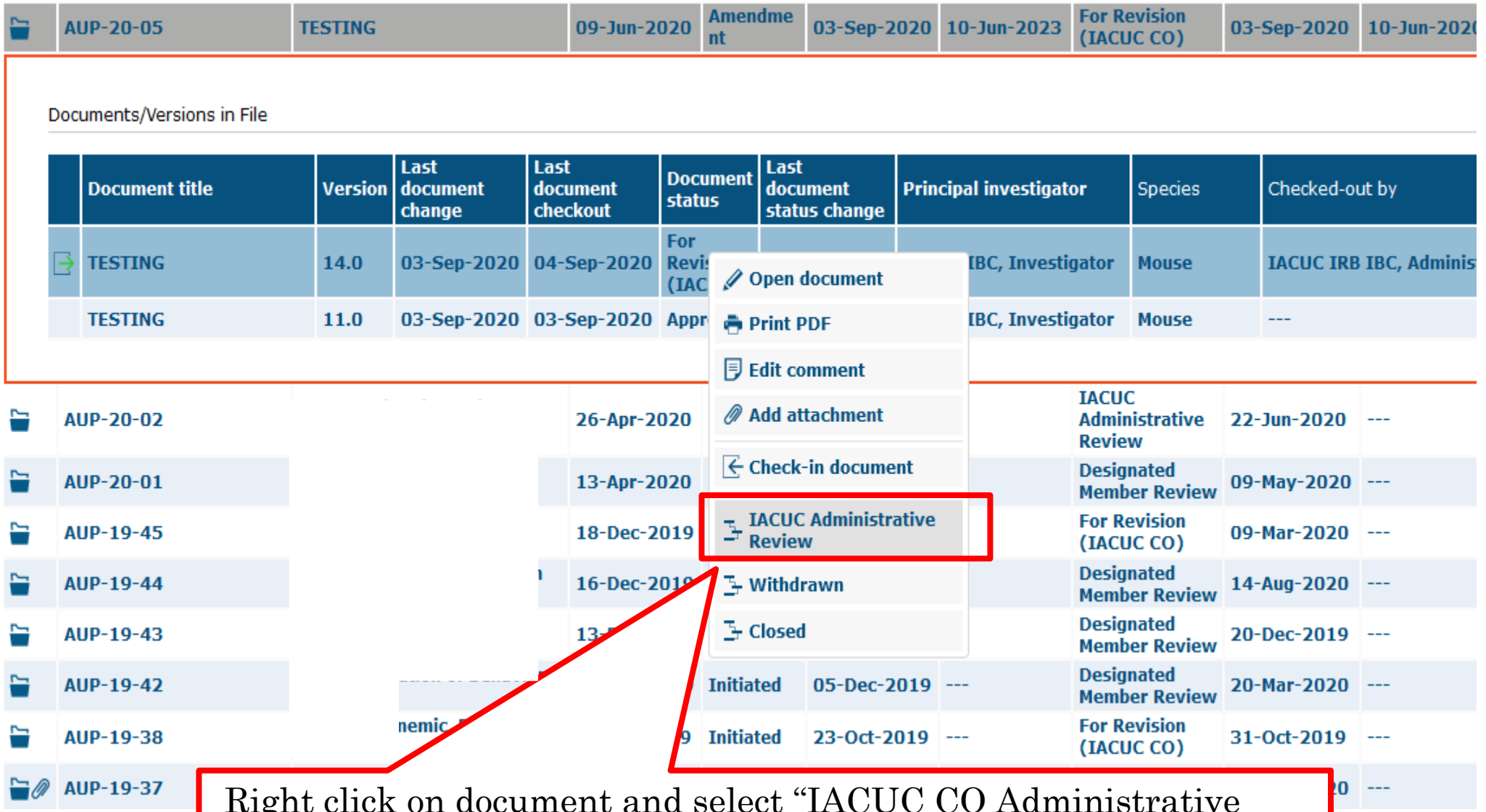
Option #1:



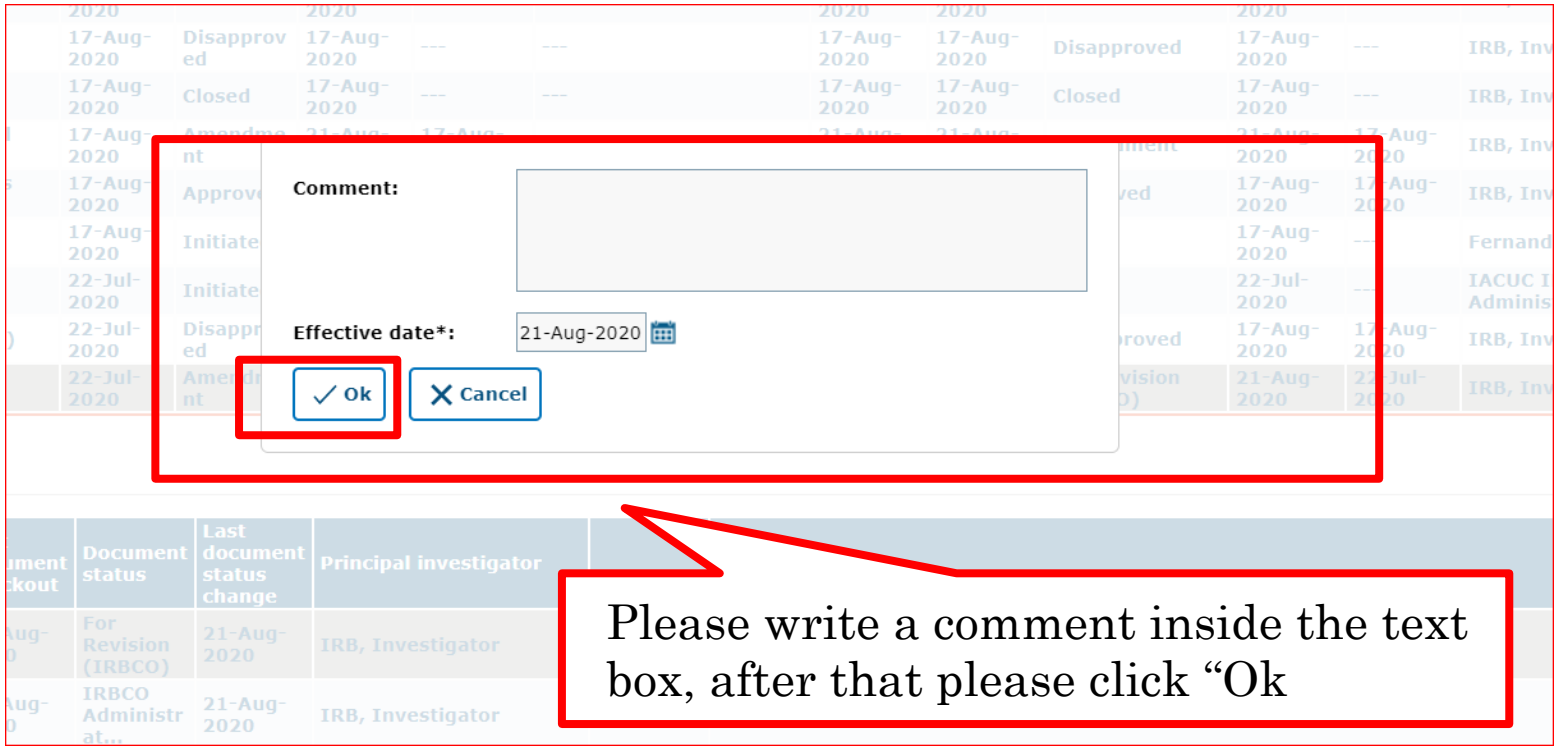
Please use this box to communicate with the next Workflow user.

Option #2:


IRB: IRB-20-0228 "Training Materials", (v.10.0), Amendment/IRBCO Administrative Review
Back to overview
Review
Attachments
Action
Workflow
RB Review
ersonnel
roject Information
eneral Information
uman Subjects Information
ecruitment
rotection Of Data
isks and Benefits
nformed Consent
IPAA
raining
rotocol/Forms Links
I Assurance Statement
mendment
this tab only when an approved human subject's research project is submitted with amendments (including amendments submitted
AMEN
After closing the "Review" window, please click "Back"
1. What are you changing or adding?
Consent form
Advertisements
Questionnaire/Survey
Interview/Focus Group
Letter(s) of permission
IRB approvals other than this institution's IRB
Adding a site or location

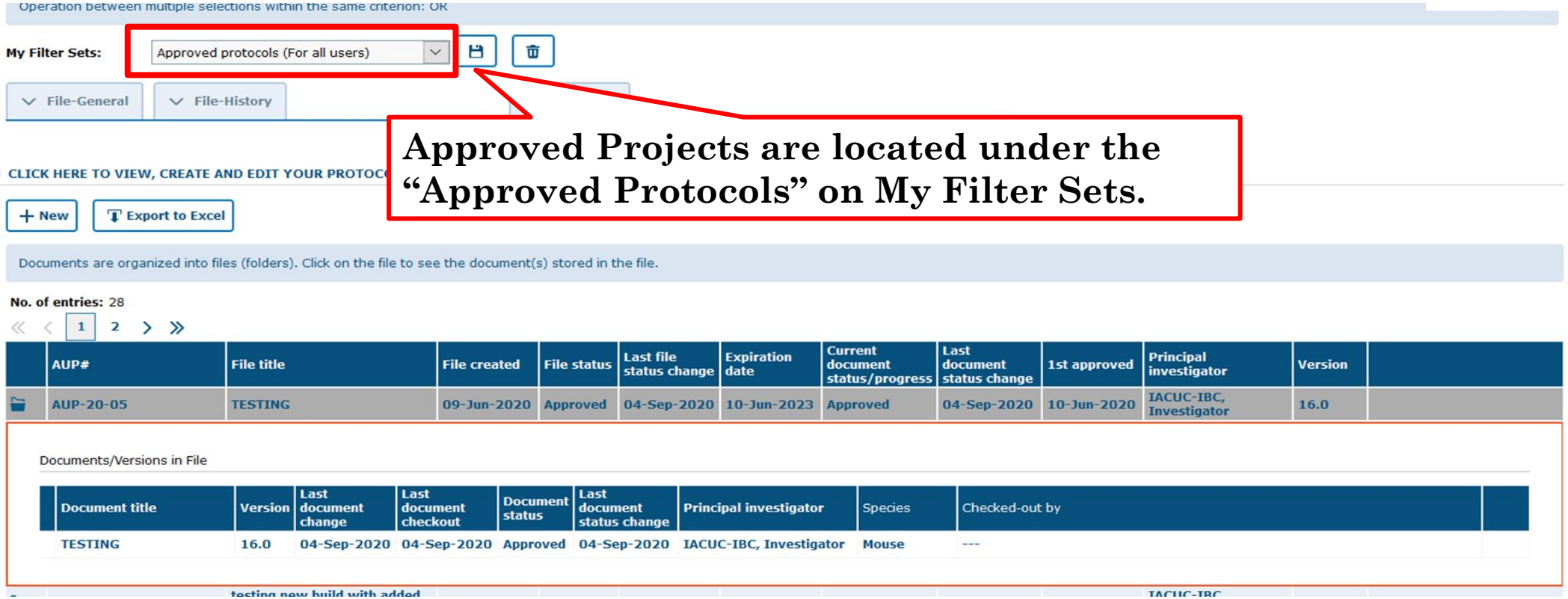


Right click on document and select “IACUC CO Administrative Review”.



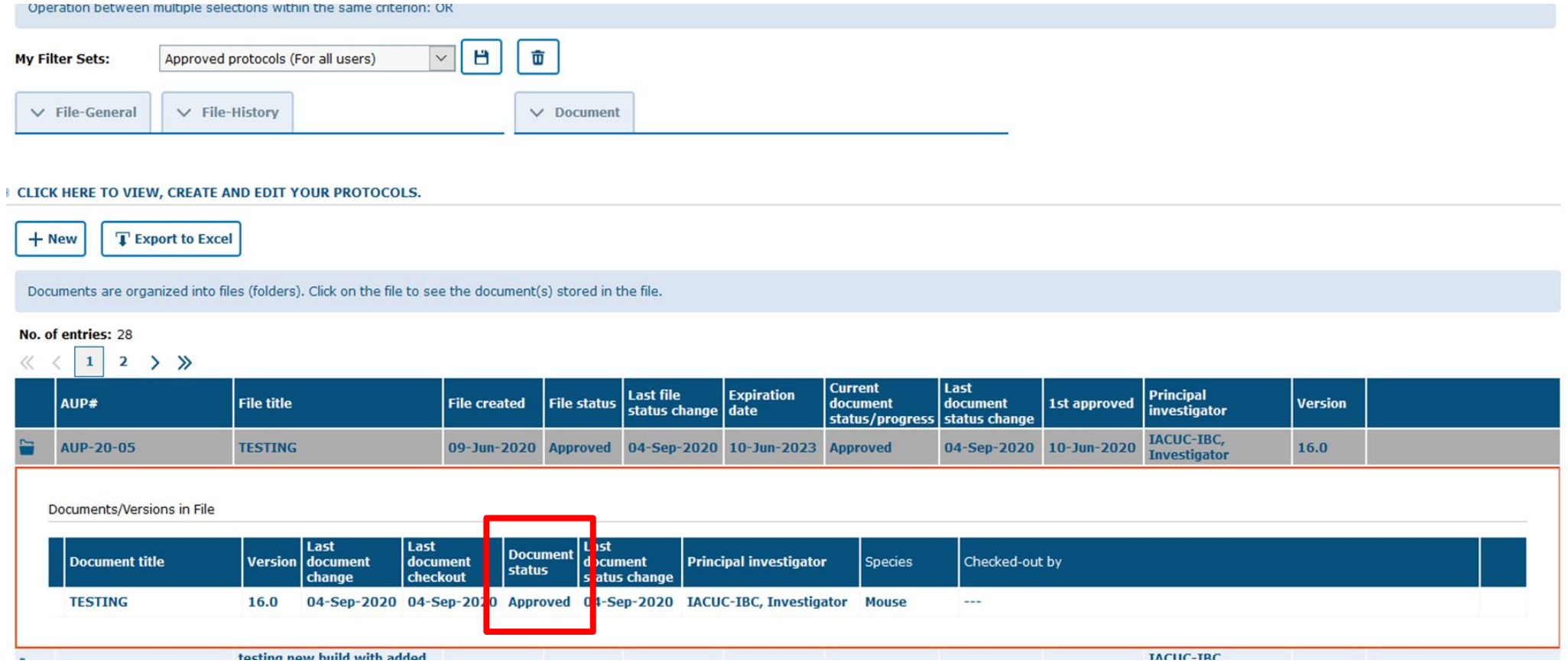
Please use this box to communicate with the next Workflow user

Once your revisions are completed and received, your submission will be revisited. It may be approved after that, depending on where it is in the workflow. If your revisions are not sufficient or something was missed, the protocol will be pushed back to you for revision.



Once approved, you will receive an email notification and your amendment will disappear from the 'Pending Protocols' list.

This is how your approved amendment will look like on Tick@lab, Approved Protocols filter

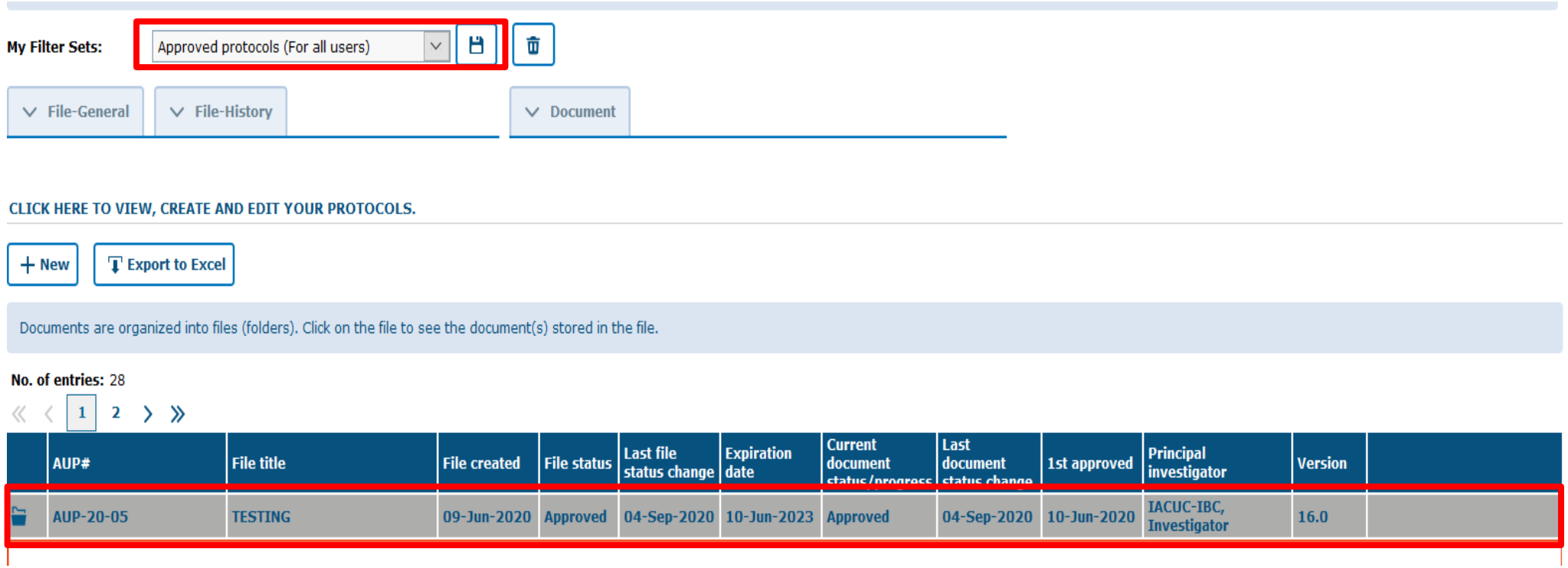


*****Amendment has been APPROVED*****

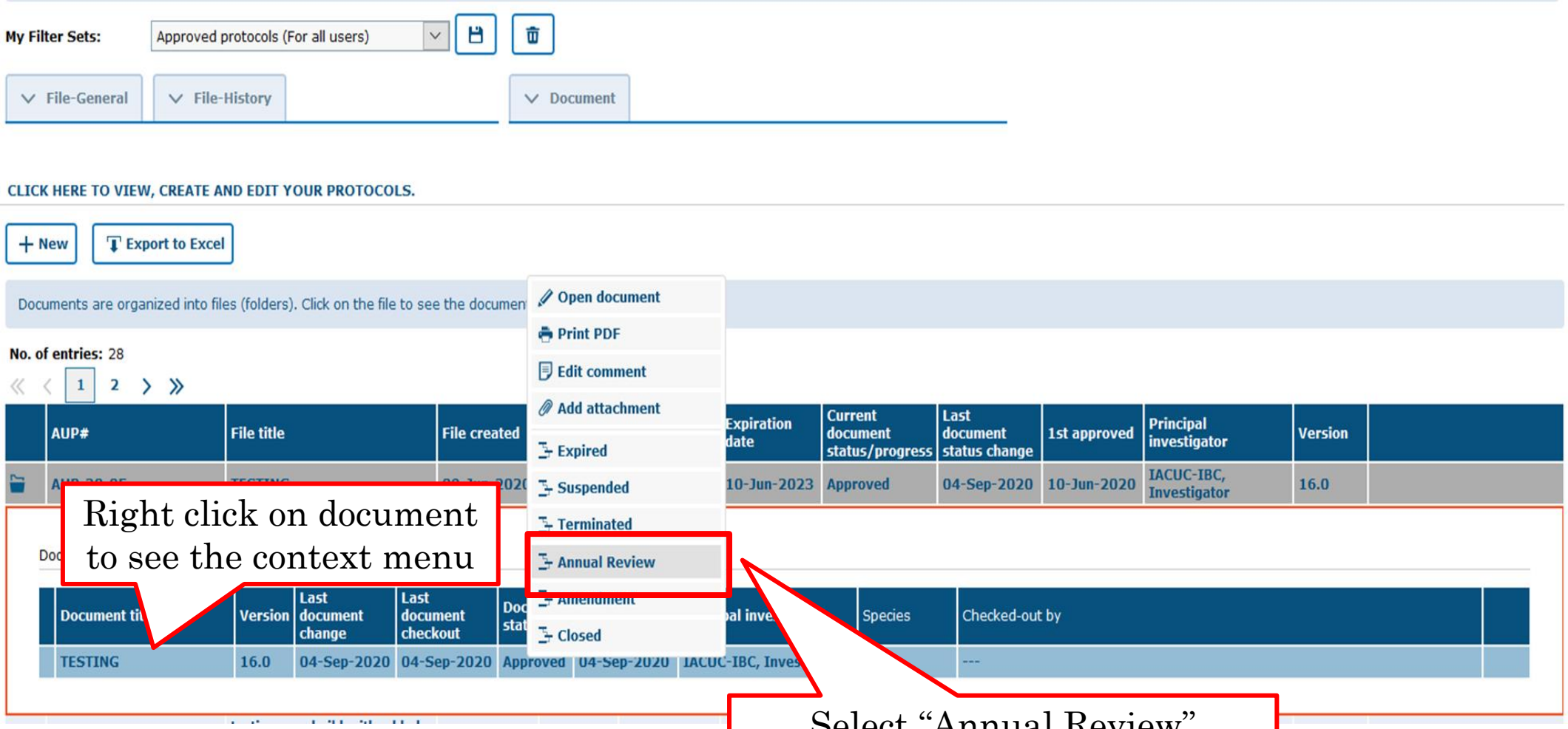
How to Submit an Annual Review

Submission Steps

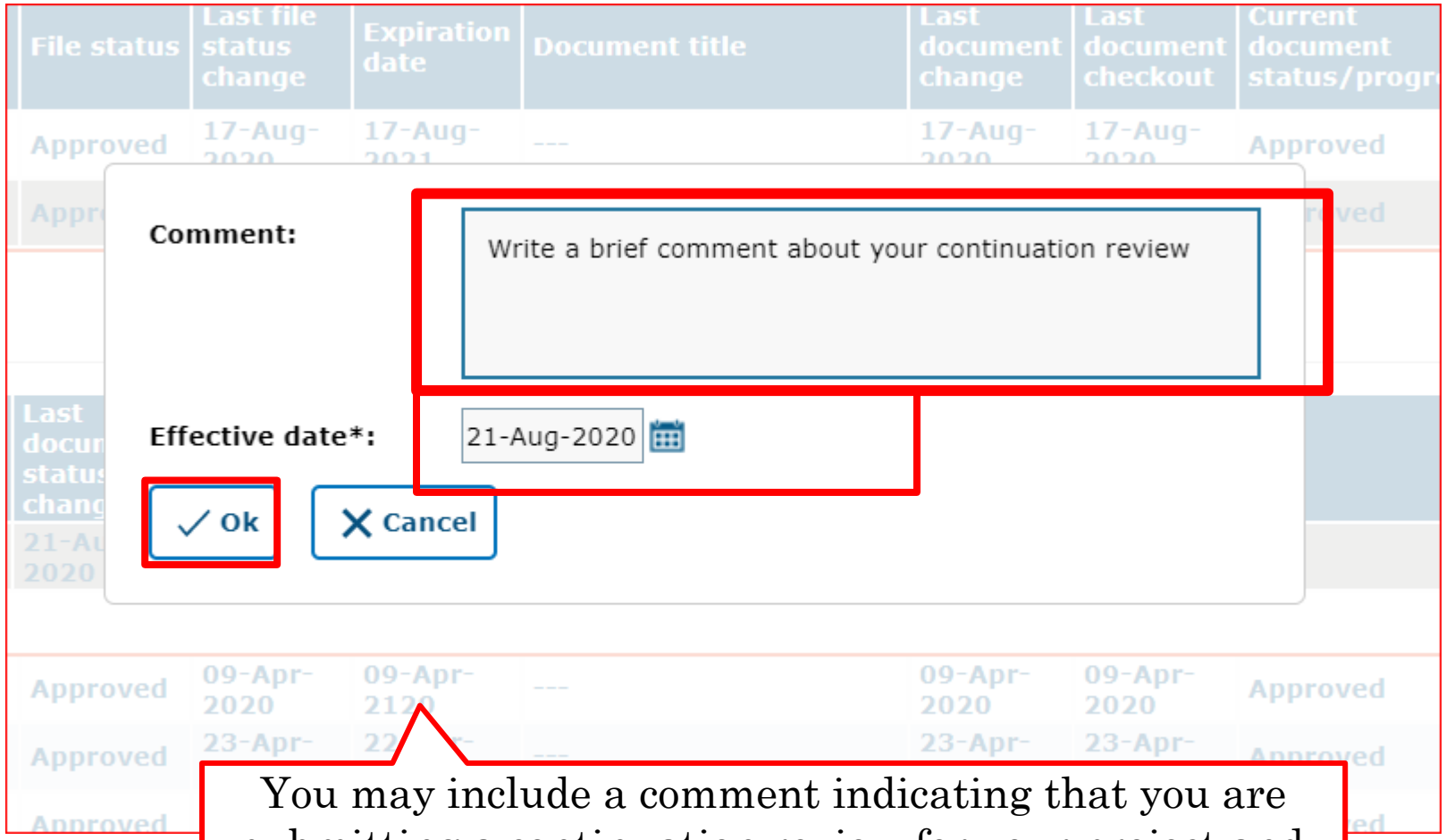
The PI will get an email approximately 90, 60 & 30 days before the scheduled expiration date and he/she will be notified that an Annual Review is required.



- For this process you are going to access to your approved protocol by selecting “Approved Protocols” on My Filter Sets
- Expand your files to access your approved protocols file.
- Double click on any part of the projects main information to open Documents/Versions in File

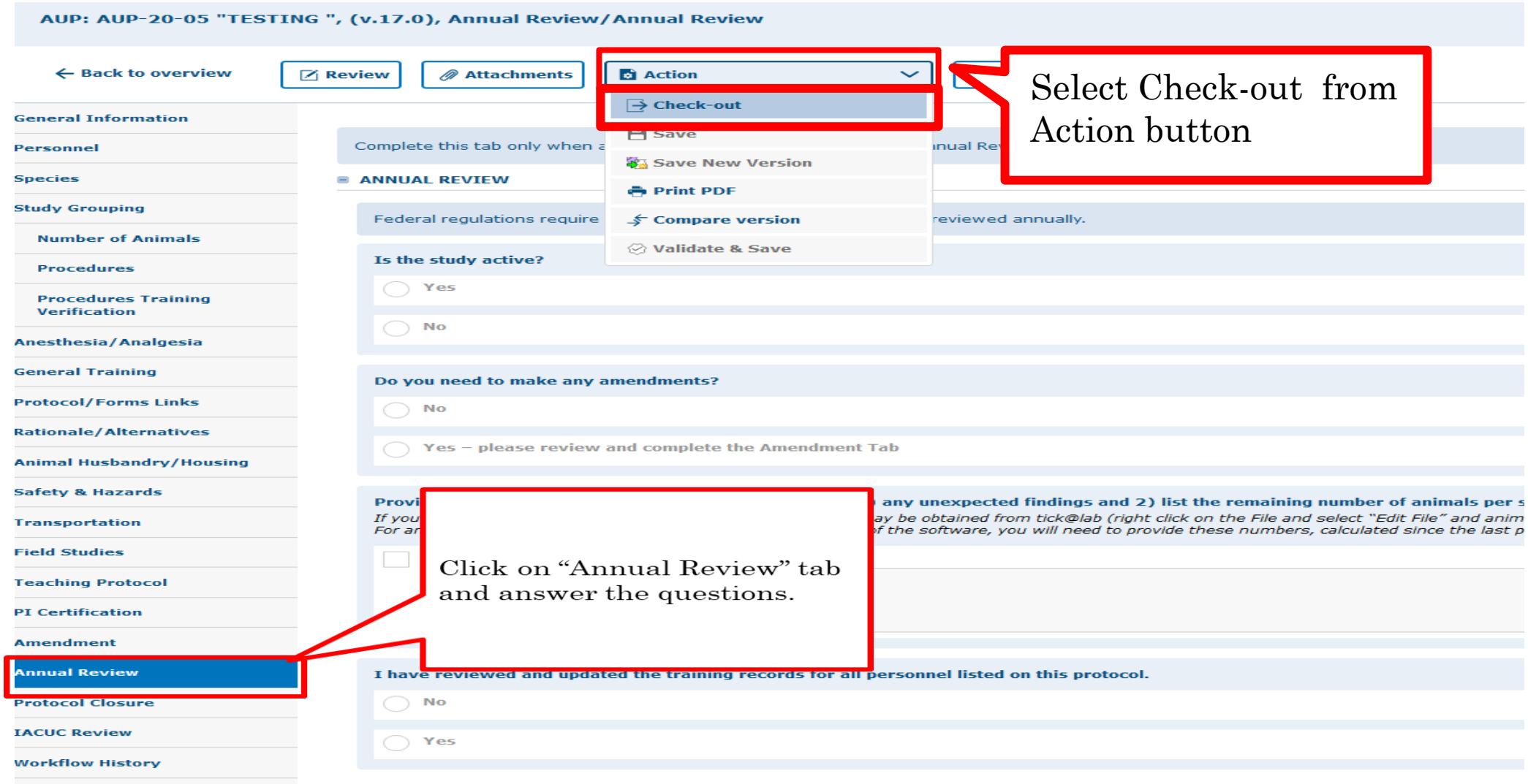

My Filter Sets:
Approved protocols (For all users)
File-General
File-History
Document
CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.
New
Export to Excel
Documents are organized into files (folders). Click on the file to see the documen
No. of entries: 28
1
2
AUP#
File title
File created
Expiration date
Current document status/progress
Last document status change
1st approved
Principal investigator
Version
10-Jun-2023
Approved
04-Sep-2020
10-Jun-2020
IACUC-IBC, Investigator
16.0
Open document
Print PDF
Edit comment
Add attachment
Expired
Suspended
Terminated
Annual Review
Amendment
Closed
Right click on document to see the context menu
Document ti
Version
Last document change
Last document checkout
Species
Checked-out by
TESTING
16.0
04-Sep-2020
04-Sep-2020
Approved

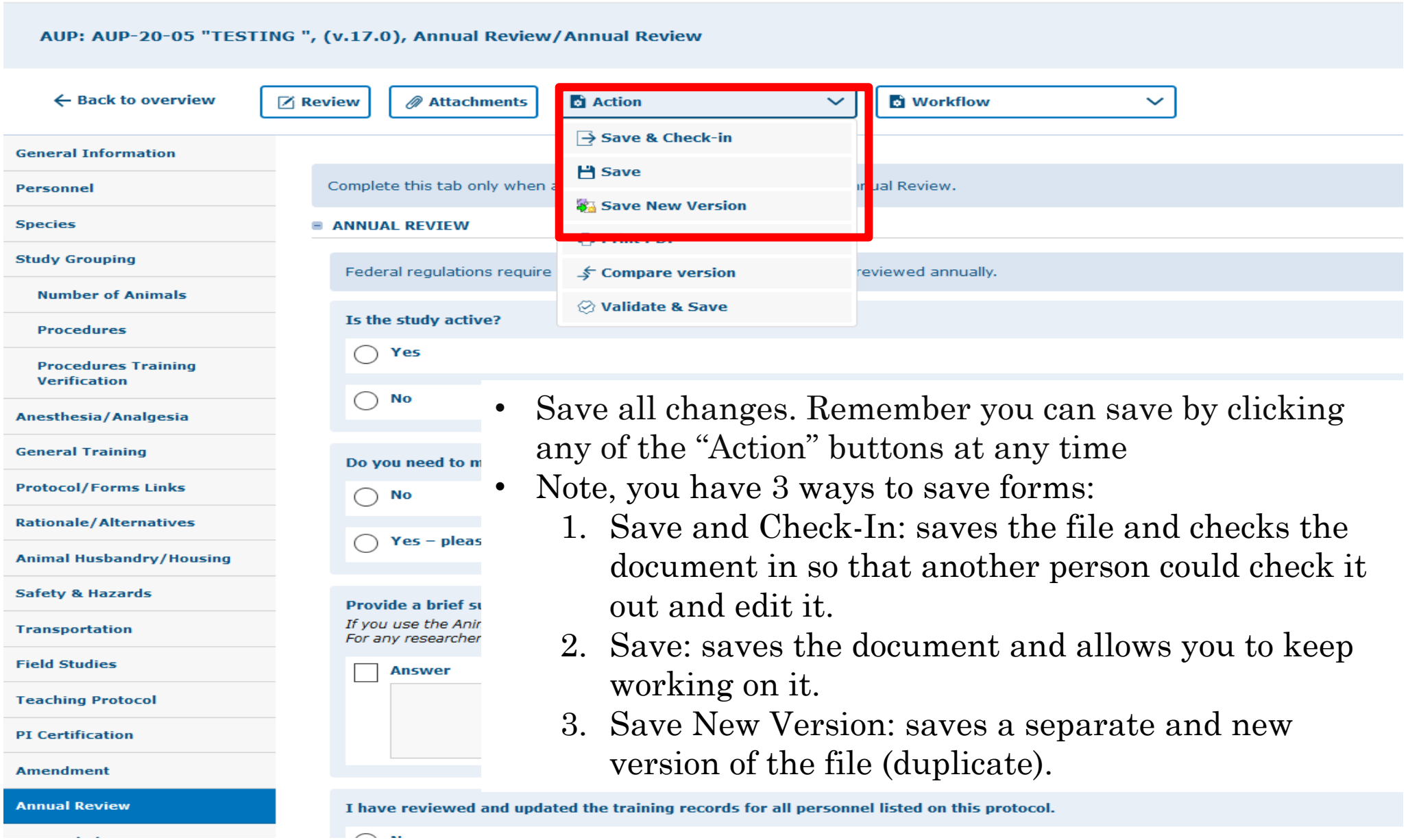
Select “Annual Review”



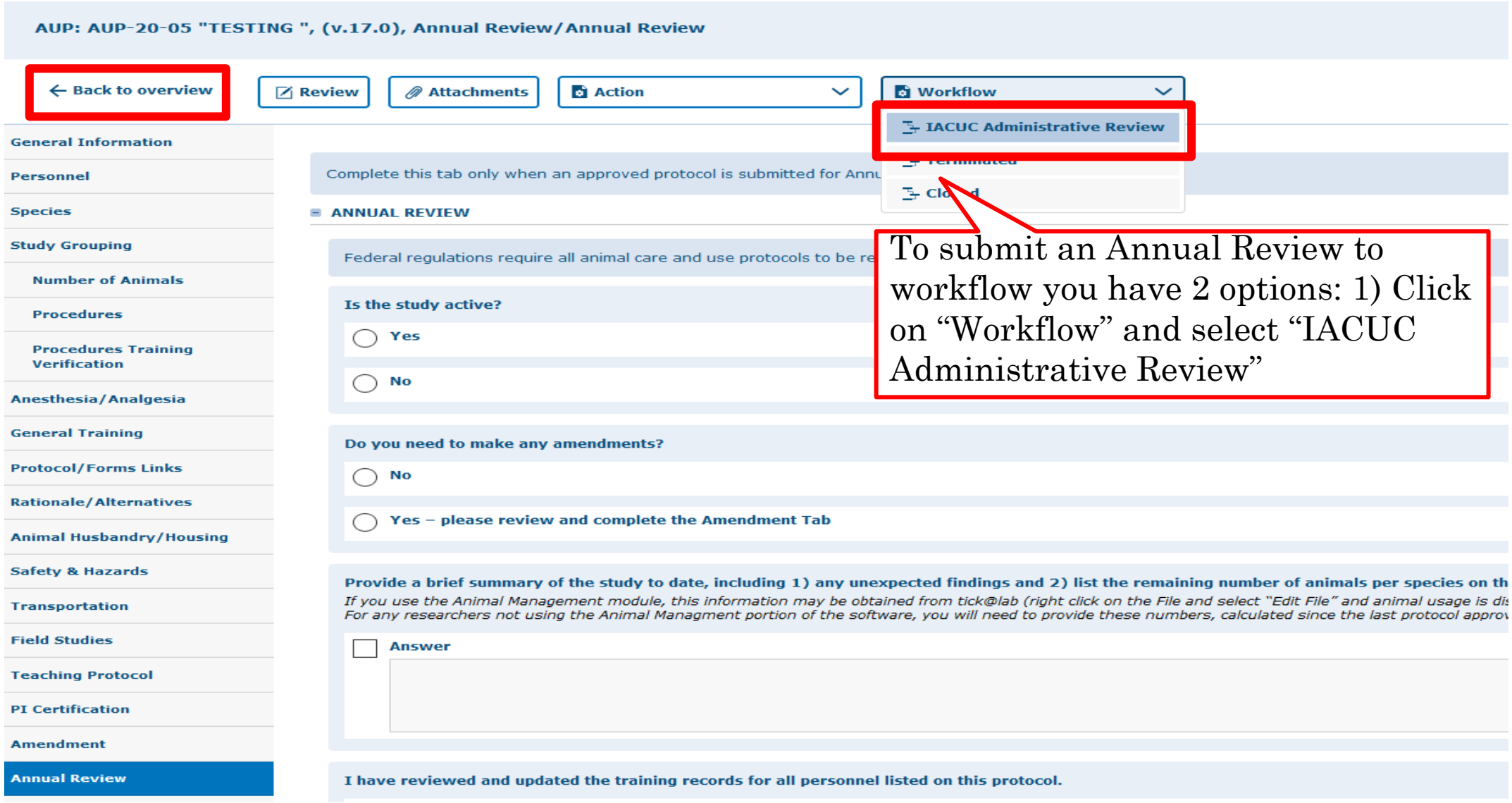
You may include a comment indicating that you are submitting a continuation review for your project and click "Ok."

Now you will see that an additional document version is created.





- Save all changes. Remember you can save by clicking any of the "Action" buttons at any time
- Note, you have 3 ways to save forms:
  1. Save and Check-In: saves the file and checks the document in so that another person could check it out and edit it.
  2. Save: saves the document and allows you to keep working on it.
  3. Save New Version: saves a separate and new version of the file (duplicate).



To submit an Annual Review to workflow you have 2 options: 1) Click on "Workflow" and select "IACUC Administrative Review"

CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

+ New | Export to Excel

Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

No. of entries: 28

« ‹ 1 2 › »

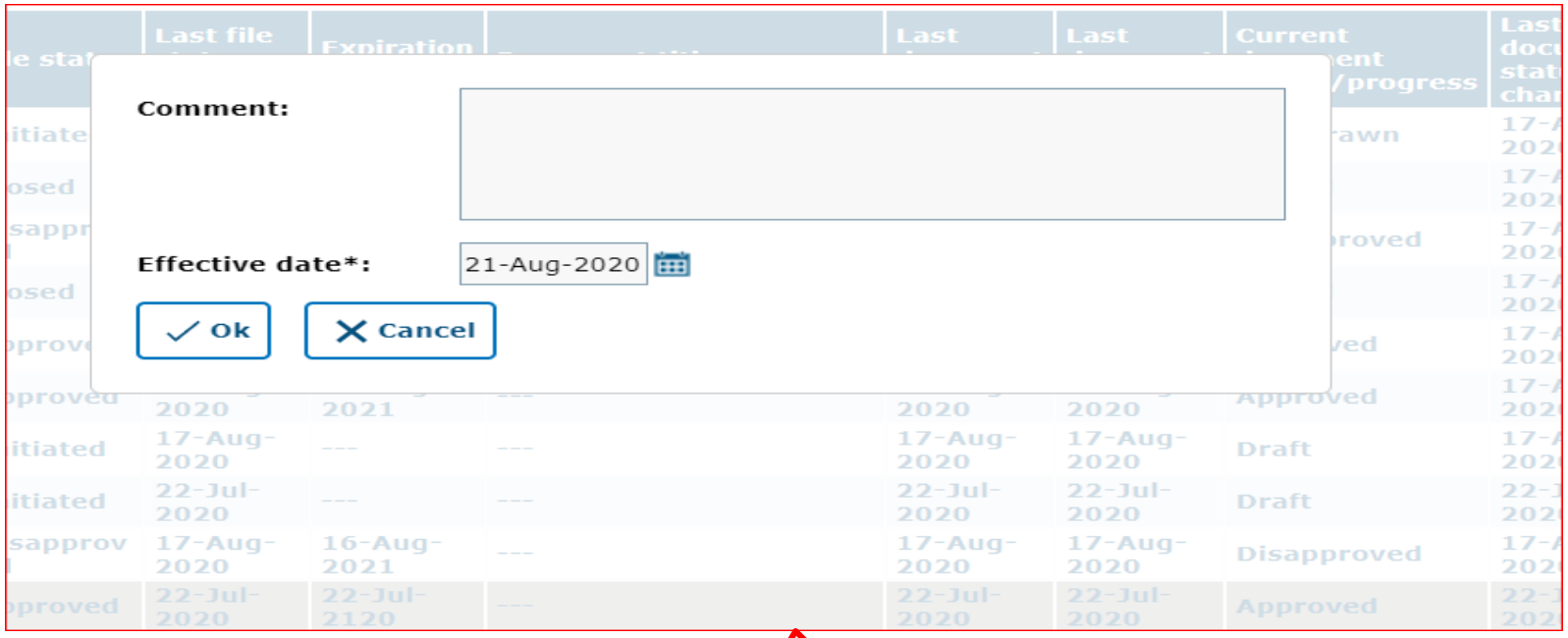
	AUP#	File title	File created	File	ion	Current document status/progress	Last document status change	1st approved	Principal investigator	Version	
	AUP-20-05	TESTING	09-Jun-2020	Ann Revi	-2023	Annual Review	04-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	17.0	

- Open document
- Print PDF
- Edit comment
- Add attachment
- Check-in document
- IACUC Administrative Review
- Terminated
- Closed

Documents/Versions in File

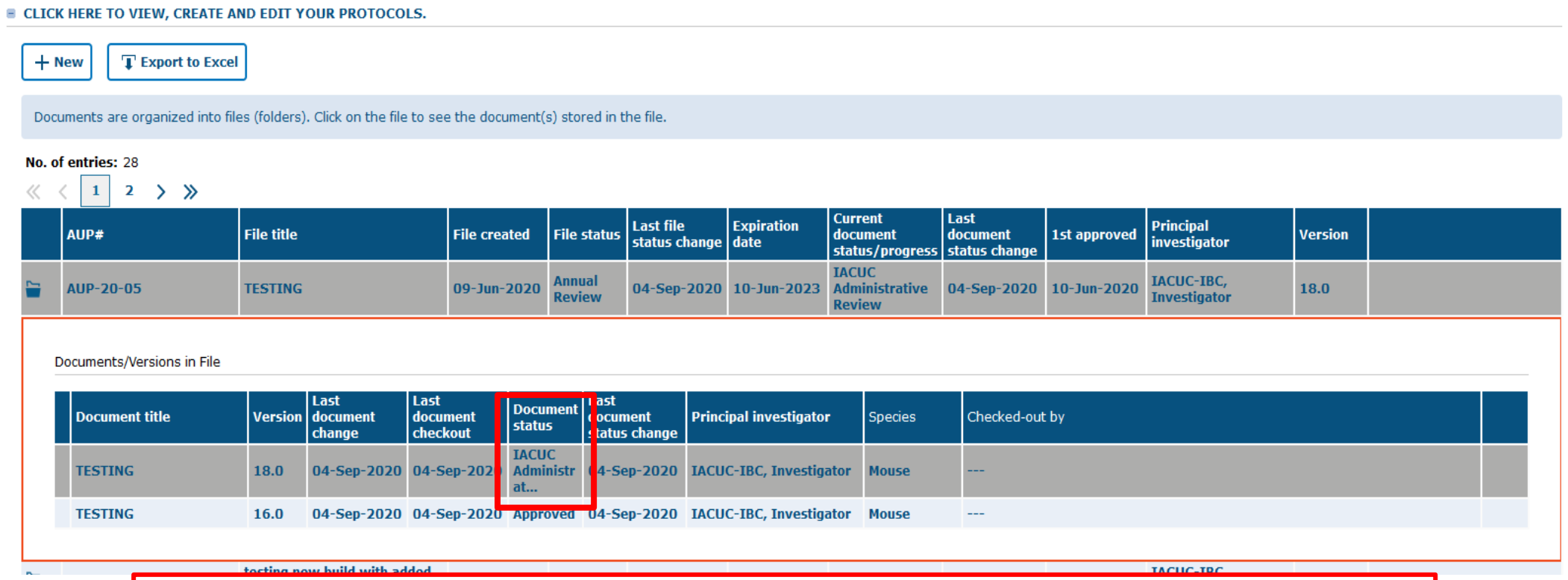
	Document title	Version	Last document change	Last document checkout	Documen status		vestigator		
	TESTING	17.0	04-Sep-2020	04-Sep-2020	Annual Review		Investigator		
	TESTING	16.0	04-Sep-2020	04-Sep-2020	Approved	04-Sep-2020	IACUC-IBC, Investigator	Mouse	---

Or, 2) go Back (using the back button on tick@lab) and select from the Context menu of your Annual Review version and click "IACUC Administrative Review"



You may leave a comment (e.g., submitting my annual review for this study) and click “Ok.”

This is how your Annual Review will look like under the IACUC, Approved Protocols filter after it has been submitted to workflow.



CLICK HERE TO VIEW, CREATE AND EDIT YOUR PROTOCOLS.

+ New | Export to Excel

Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

No. of entries: 28

« ‹ 1 2 › »

	AUP#	File title	File created	File status	Last file status change	Expiration date	Current document status/progress	Last document status change	1st approved	Principal investigator	Version	
	AUP-20-05	TESTING	09-Jun-2020	Annual Review	04-Sep-2020	10-Jun-2023	IACUC Administrative Review	04-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	18.0	

Documents/Versions in File

	Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by	
	TESTING	18.0	04-Sep-2020	04-Sep-2020	IACUC Administrat...	04-Sep-2020	IACUC-IBC, Investigator	Mouse	---	
	TESTING	16.0	04-Sep-2020	04-Sep-2020	Approved	04-Sep-2020	IACUC-IBC, Investigator	Mouse	---	

Your Annual Review has been submitted to workflow for IACUC Review

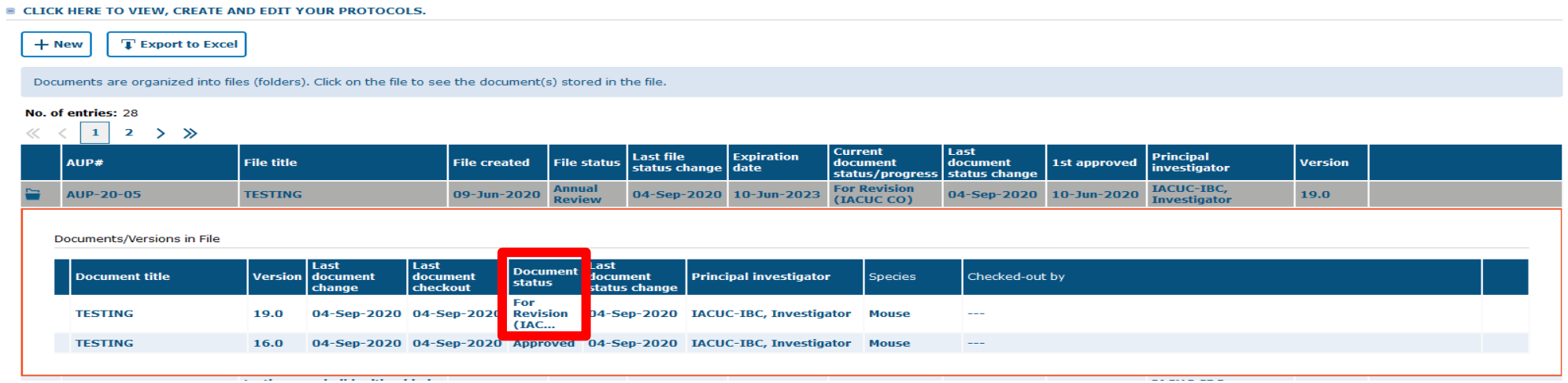
The University of Texas Rio Grande Valley

How to Revise a Submitted Annual Review

Returned to you for Revision

Once your Annual Review goes to the IACUC CO for review, one of the following will happen:

- Approved by IACUC CO (aka IACUC Coordinators)
- Referred to a Designated IACUC Member for review – aka (DMR)
- Referred to the Full Committee Review
- Returned to you For Revisions



If your annual review application gets returned to you for revisions:

- You will get an email that Review comments need to be addressed and the annual review needs to be revised.
- Requested revisions, approval notices, and renewal reminders will also be sent by email to you as PI.

- In order to make changes to a document in Tick@lab you need to check-out the document first. During the time a document is checked-out, no other person can access your document (Other team members, IACUC, and/or DMR).
- Right-click on the document and select “check-out document.”

Remember, only one person at a time can work on an application.

- **Others can view in read-only mode, while the document is checked-out.**

Checked-in (operational mode): Means it is available to see and edit.

	AUP-20-05	TESTING	09-Jun-2020	Amendment	03-Sep-2020	10-Jun-2023	For Revision (IACUC CO)	03-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	14.0	

Documents/Versions in File

	Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by	
	TESTING	14.0	03-Sep-2020	04-Sep-2020	For Revision (IAC...	03-Sep-2020	IACUC-IBC, Investigator	Mouse	IACUC IRB IBC, Administrator	
	TESTING	11.0	03-Sep-2020	03-Sep-2020	Approved	12-Jun-2020	IACUC-IBC, Investigator	Mouse	---	

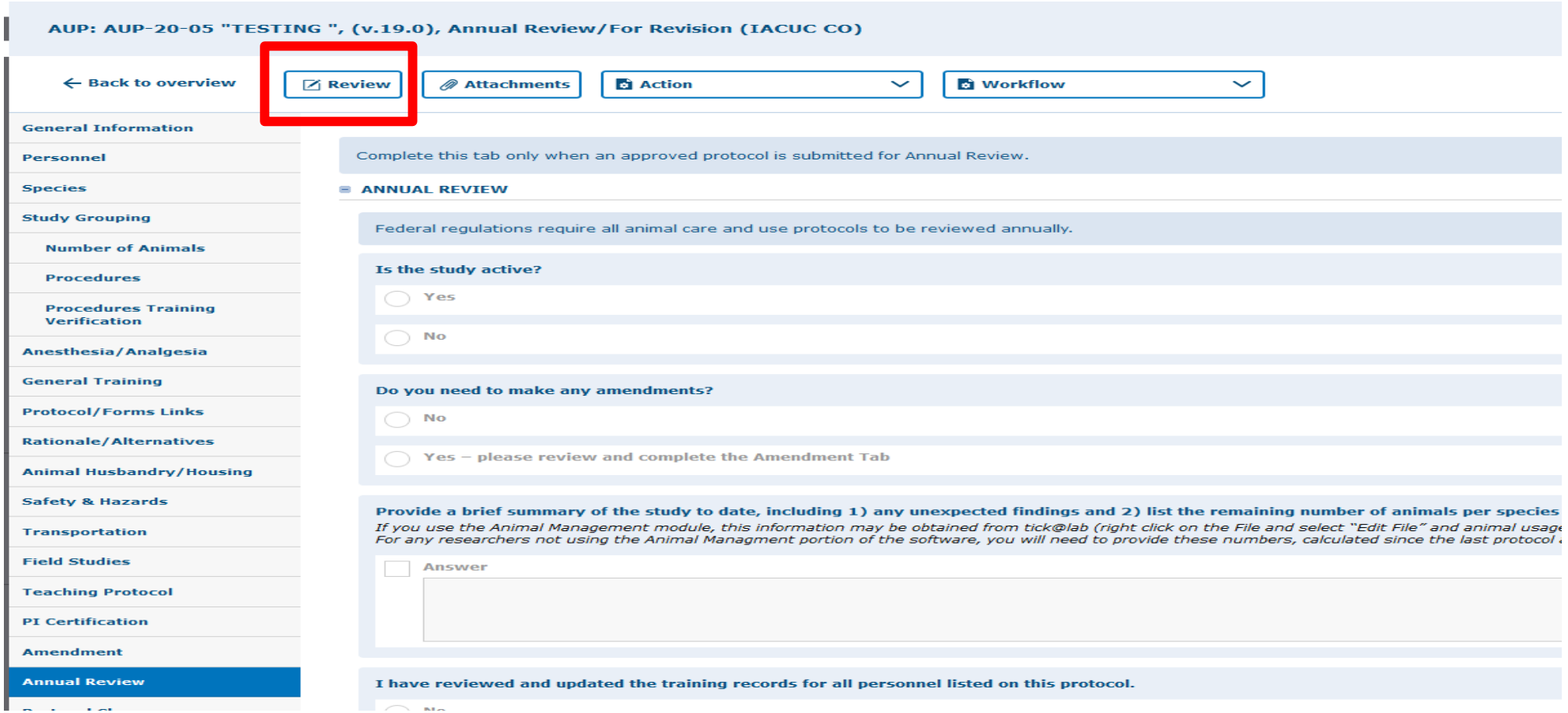
Checked-out (read-only mode): Means someone is working on the document.

	AUP-20-05	TESTING	09-Jun-2020	Amendment	03-Sep-2020	10-Jun-2023	For Revision (IACUC CO)	03-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	14.0	

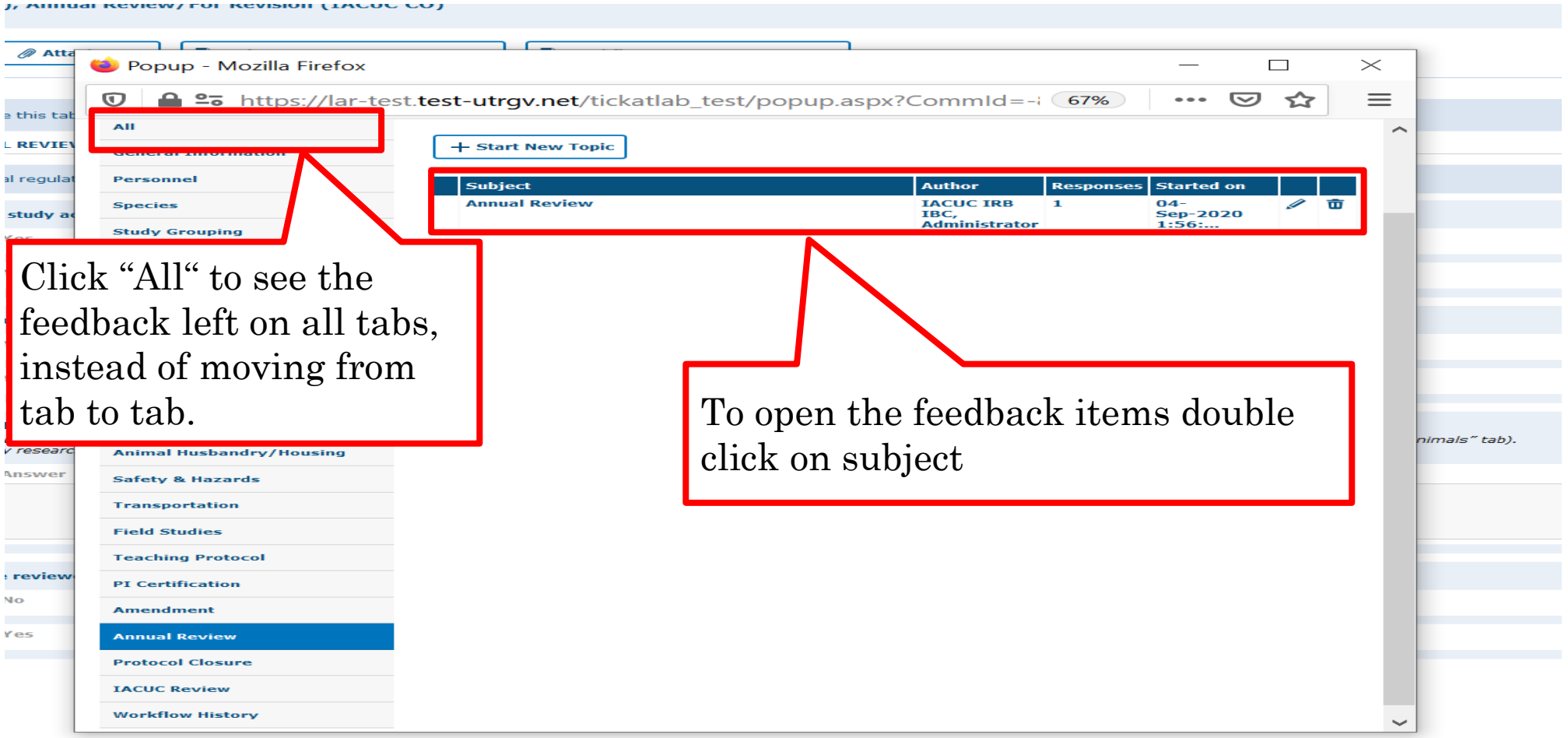
Documents/Versions in File

	Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by	
	TESTING	14.0	03-Sep-2020	04-Sep-2020	For Revision (IAC...	03-Sep-2020	IACUC-IBC, Investigator	Mouse	IACUC IRB IBC, Administrator	
	TESTING	11.0	03-Sep-2020	03-Sep-2020	Approved	12-Jun-2020	IACUC-IBC, Investigator	Mouse	---	

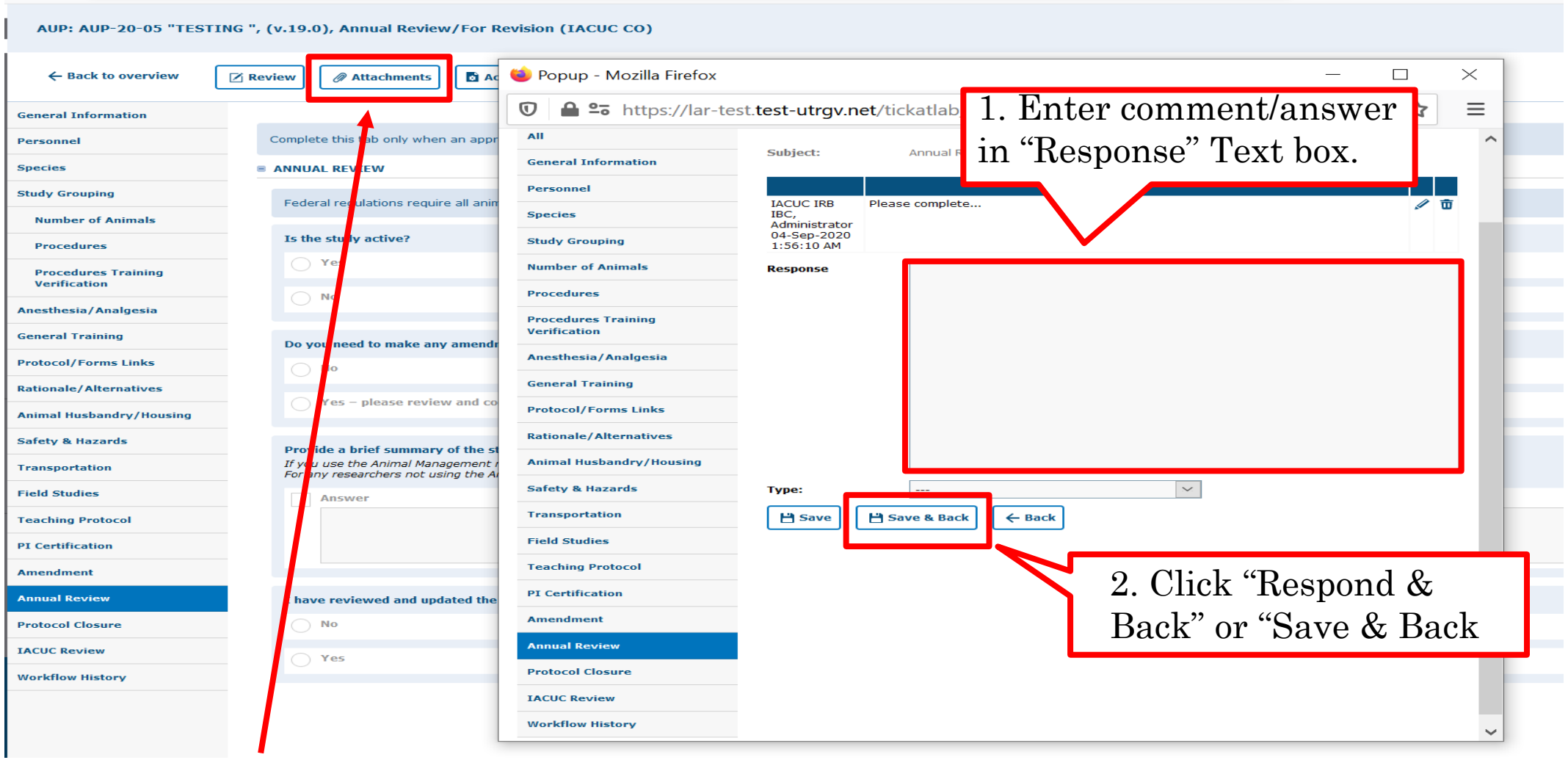
Once you have checked-out the annual review, then you can navigate all the revisions requested by using the review button



Click on “Review” button to see all feedback from the reviewer.



- As illustrated in the red box above, you will find a list of items requested by reviewers for the entire protocol.
- To respond to the feedback, please click on each topic under the "Subject" column to open a pop-op to respond.



If a document has to be uploaded as a response, you must go back to the "attachments" tab and upload the document in the respective section.

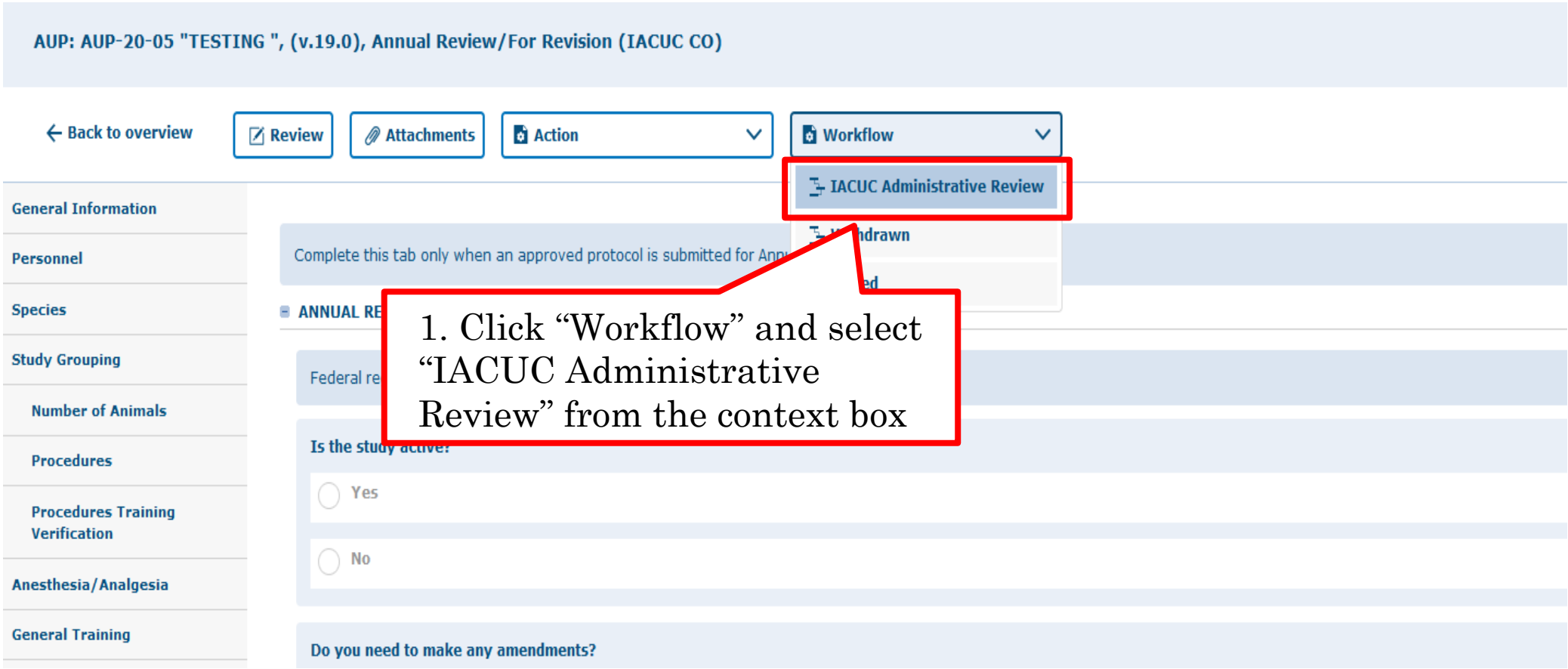
- After reviewing and addressing all items, click “close window”.
- Every time a researcher makes modification to a form a new version is activated in the system. The creation of versions allows the IACUC Coordinator and Committee Members to streamline the review by conducting automatic comparisons among versions.

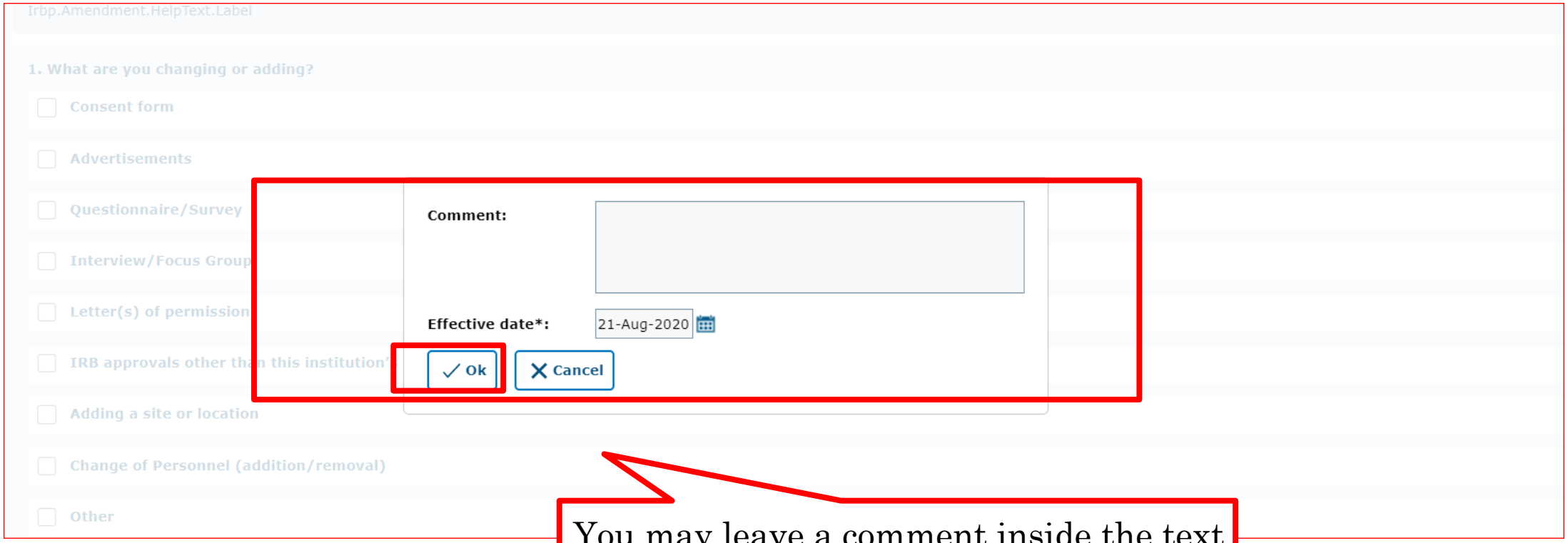
Resubmitting an Annual Review

Submitting back to Workflow, after making required revisions

You have two options to submit your Revised Protocols back to Workflow.

Option #1:

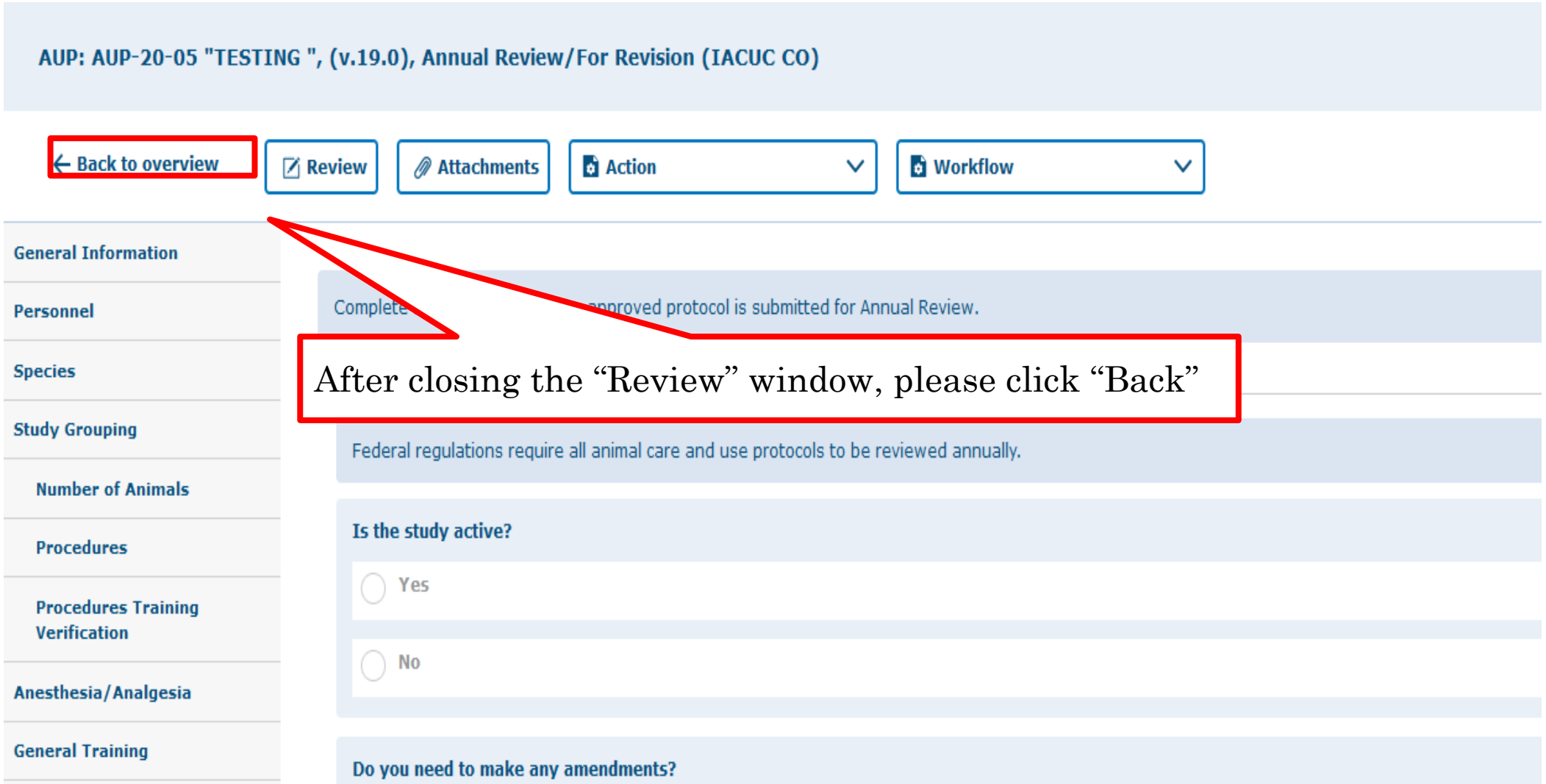


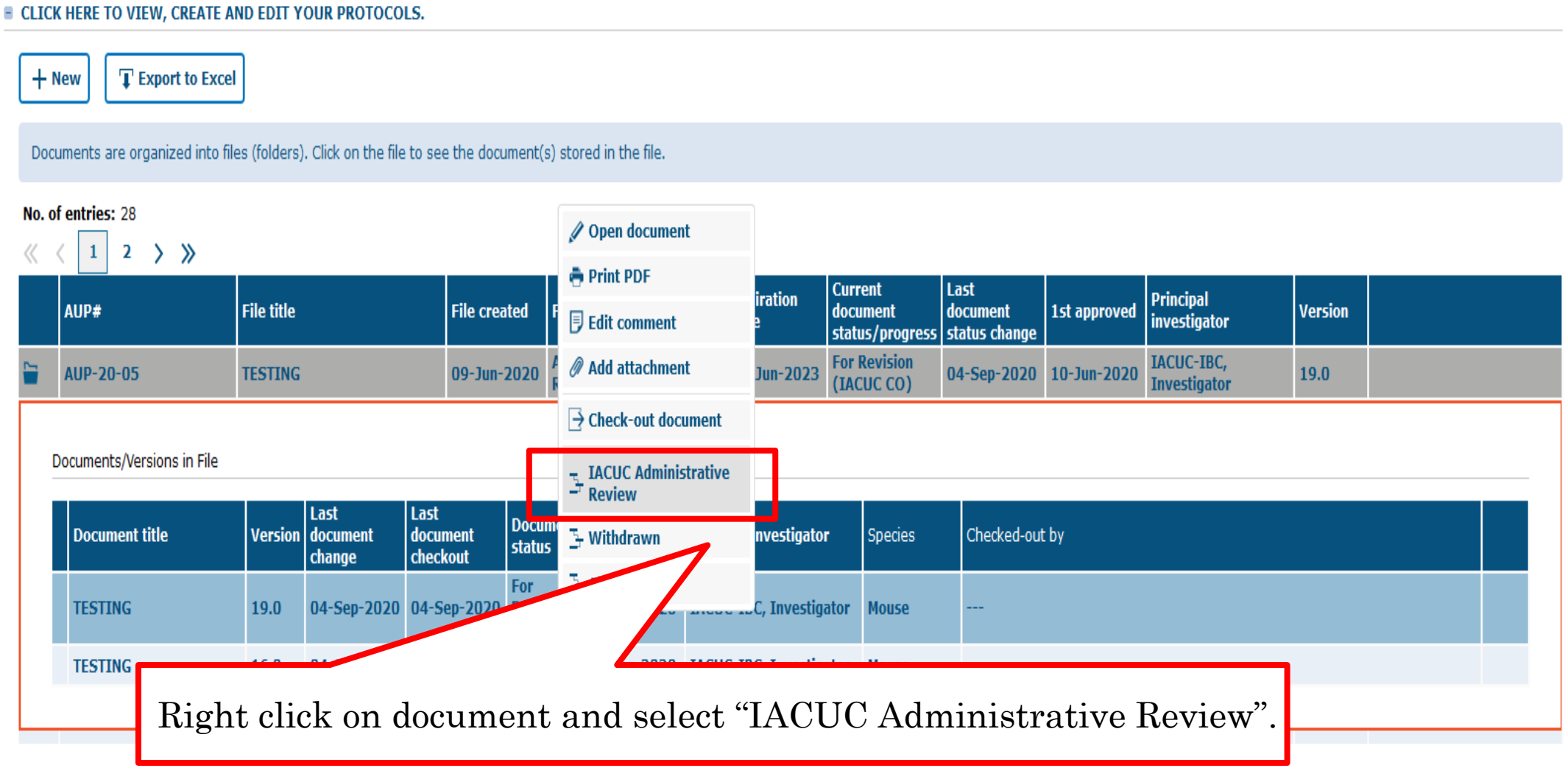


You may leave a comment inside the text box, after that please click “Ok”

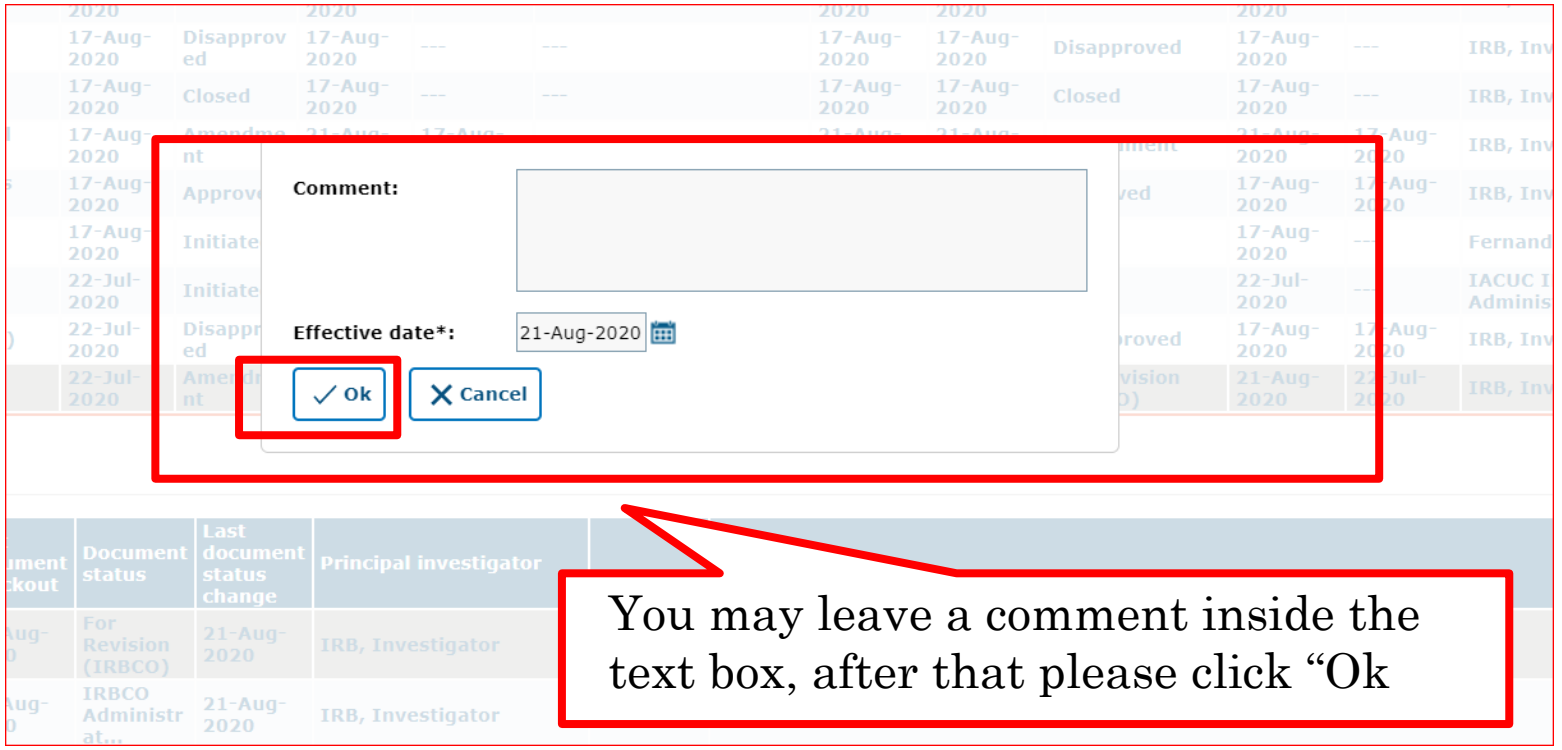
Please use this box to communicate with the next Workflow user.

Option #2:


AUP: AUP-20-05 "TESTING ", (v.19.0), Annual Review/For Revision (IACUC CO)
Back to overview
Review
Attachments
Action
Workflow
General Information
Personnel
Species
Study Grouping
Number of Animals
Procedures
Procedures Training Verification
Anesthesia/Analgesia
General Training
Complete
approved protocol is submitted for Annual Review.
After closing the "Review" window, please click "Back"
Federal regulations require all animal care and use protocols to be reviewed annually.
Is the study active?
Yes
No
Do you need to make any amendments?

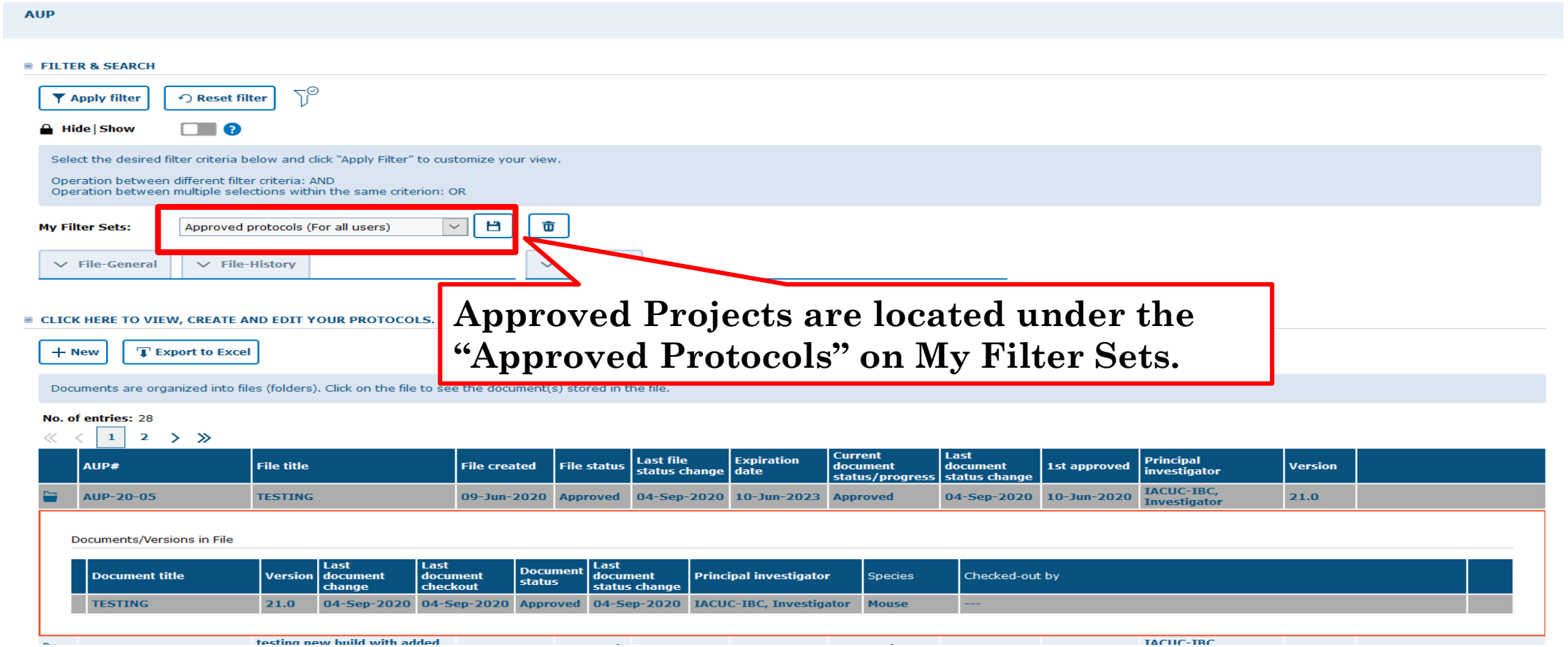


Right click on document and select “IACUC Administrative Review”.



Please use this box to communicate with the next Workflow user

Once your revisions are completed and received, your submission will be revisited. It may be approved after that, depending on where it is in the workflow. If your revisions are not sufficient or something was missed, the annual review will be pushed back to you for revision.



Once approved, you will receive an email notification and your continuation review will disappear from the 'Pending Protocols' filter.

Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.

No. of entries: 28

« ‹ 1 2 › »

	AUP#	File title	File created	File status	Last file status change	Expiration date	Current document status/progress	Last document status change	1st approved	Principal investigator	Version	
	AUP-20-05	TESTING	09-Jun-20[illegible]0	Approved	[illegible]-Sep-2020	10-Jun-2023	Approved	04-Sep-2020	10-Jun-2020	IACUC-IBC, Investigator	21.0	

Documents/Versions in File

	Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by	
	TESTING	21.0	04-Sep-2020	04-Sep-2020	Approved	04-Sep-2020	IACUC-IBC, Investigator	Mouse	---	

*****Your Annual Review has been APPROVED*****