

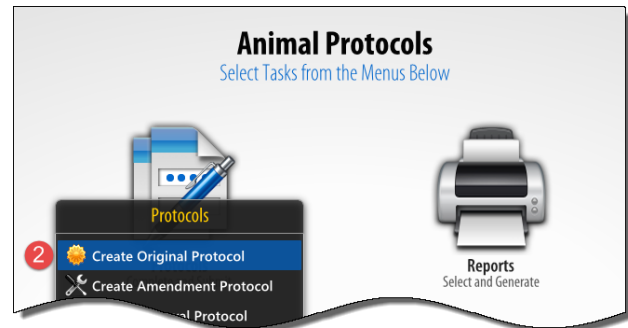


How to Create an Initial Animal Care and Use Protocol

This how to guide assumes you have logged into TOPAZ Elements and you are authorized to create protocols. Only PI's and those authorized by the PI will be granted permission to create protocols.

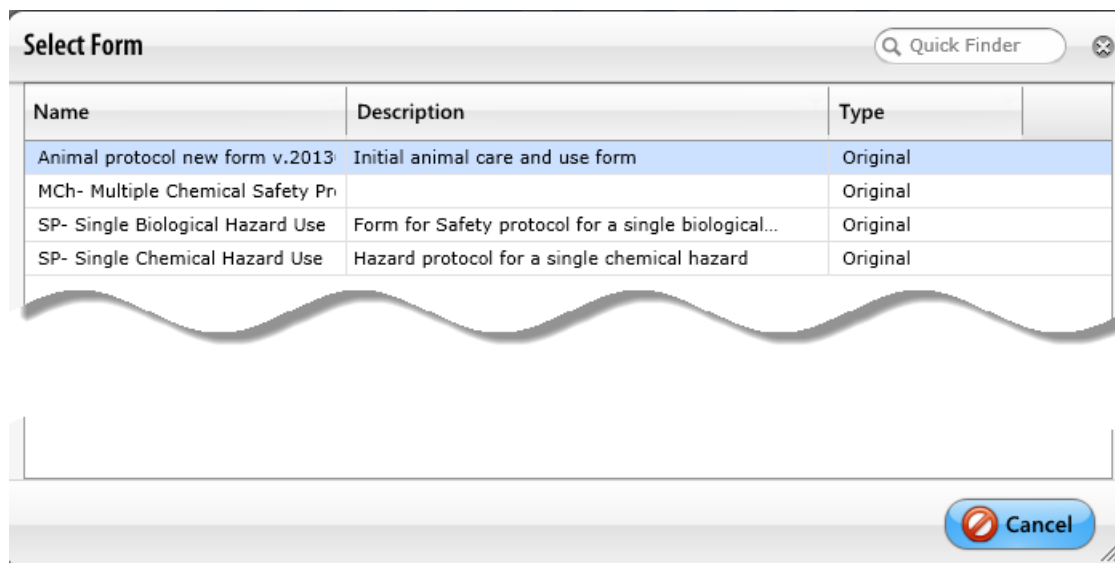
1. Under the Compliance  Menu, click **Animal Protocols**.
2. From the Protocols menu items, click  **Create Original Protocol**.



Note: **IF YOU DO NOT HAVE THIS OPTION**, it means you are not set up to create protocols.

DO NOT go any further. Request these Topaz Elements Application privileges through the UConn Health User Access Request system at <http://uar.uhc.edu>. If you are not a PI, your PI will need to complete the User Access Request for your user account to ask that you have these privileges.

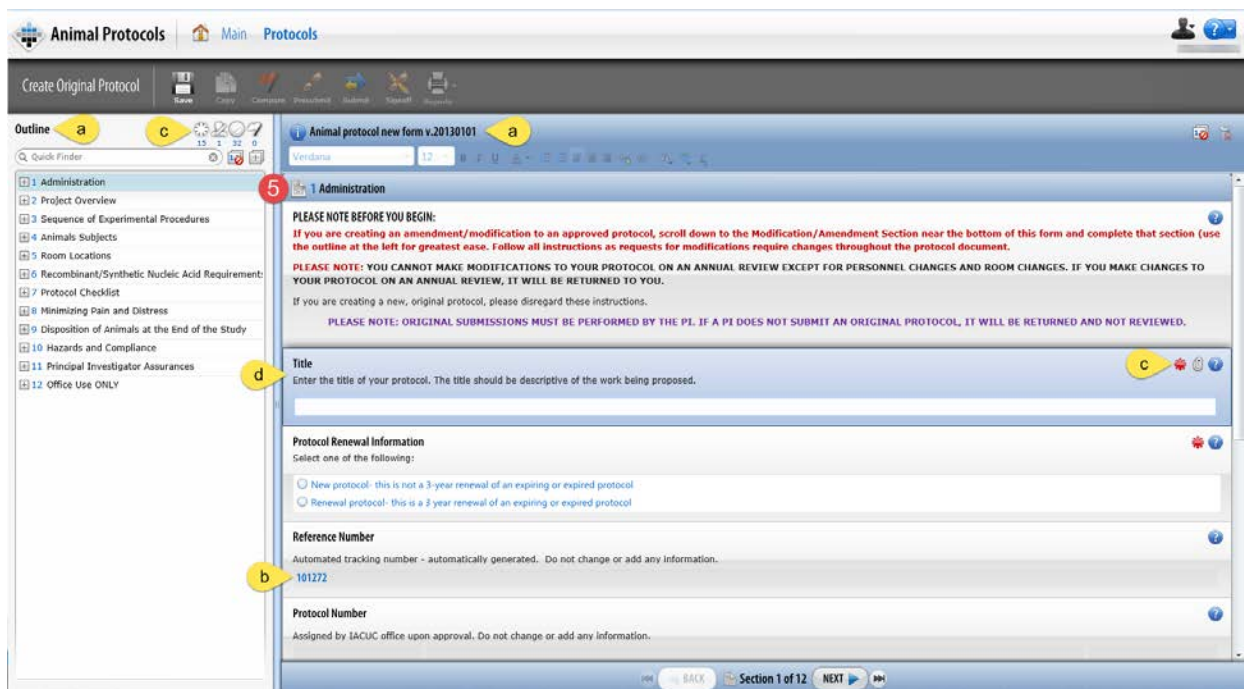
3. On the Select Form Grid, click on the **Initial Animal Care and Use Form**. The protocol form will be created.



4. Complete the protocol form. It is important to understand some of the functions you will have with this program to write your protocol in an efficient manner.
 - a. You can get to questions either by the outline or the protocol form itself.

- b. You can see that a reference number will automatically generate. You cannot change the reference number and it will always be associated with this protocol. In fact, once the protocol is approved, the reference number with an added suffix will be the protocol number.
- c. You will notice some questions have red asterisk stars this means that these questions **MUST** be answered in order for you to ultimately submit your protocol. You can also see what questions these are in the outline section by clicking on the same symbol.

TIP: In order to save your protocol, three fields **MUST** be completed: 1) the reference number (b), 2) a title (d), and 3) the PI name (not shown). You will not be able to save your document unless these three fields are completed.



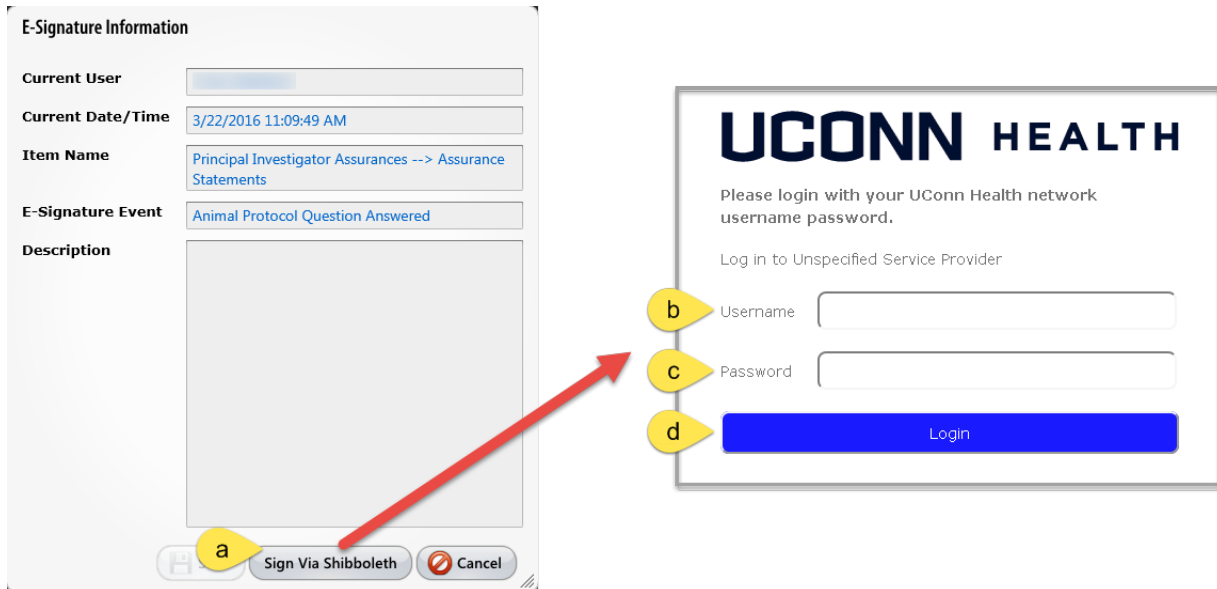
The screenshot displays the 'Animal Protocols' web application interface. The main content area shows the 'Administration' section of a protocol form. The form includes several sections: 'PLEASE NOTE BEFORE YOU BEGIN' with instructions, 'Title' (with a red asterisk and callout 'd'), 'Protocol Renewal Information' (with radio buttons for 'New protocol' and 'Renewal protocol'), 'Reference Number' (with the value '101272' and callout 'b'), and 'Protocol Number'. A sidebar on the left shows an 'Outline' of sections 1 through 12, with a red asterisk and callout '5' next to 'Administration'. The top of the page shows 'Animal Protocols' and 'Main Protocols' navigation. The bottom of the page shows 'Section 1 of 12' and navigation buttons.


- 5. Start filling out the protocol form. Refer to the supporting document if you have questions on each protocol section.

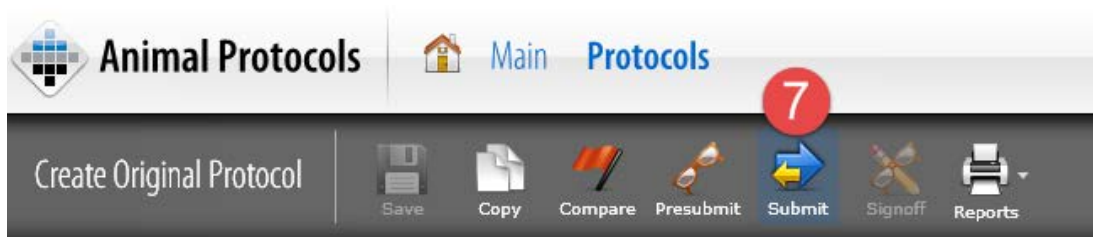
TIP: Even though the protocol will allow you to submit it for review if you have answered only the mandatory questions, please realize that all questions must eventually be answered. The more complete you are in filling out the application, the quicker it will be to get your protocol reviewed and approved.

- 6. There are sections that will require an e-signature by the PI. These sections **MUST** be completed by the PI prior to submission. In addition, the submission **MUST** be performed by the PI. If either e-signatures or submission are performed by anyone other than the PI, **IT WILL BE RETURNED**. These sections are clearly labeled in the document. When you answer these questions, a dialogue box will generate.

- a. Click Sign Via Shibboleth button.
- b. Enter your UConn Health domain account **username**.
- c. Enter your UConn Health domain account **password**.
- d. Click Login button
- e. After successful login, you will be returned to the protocol.

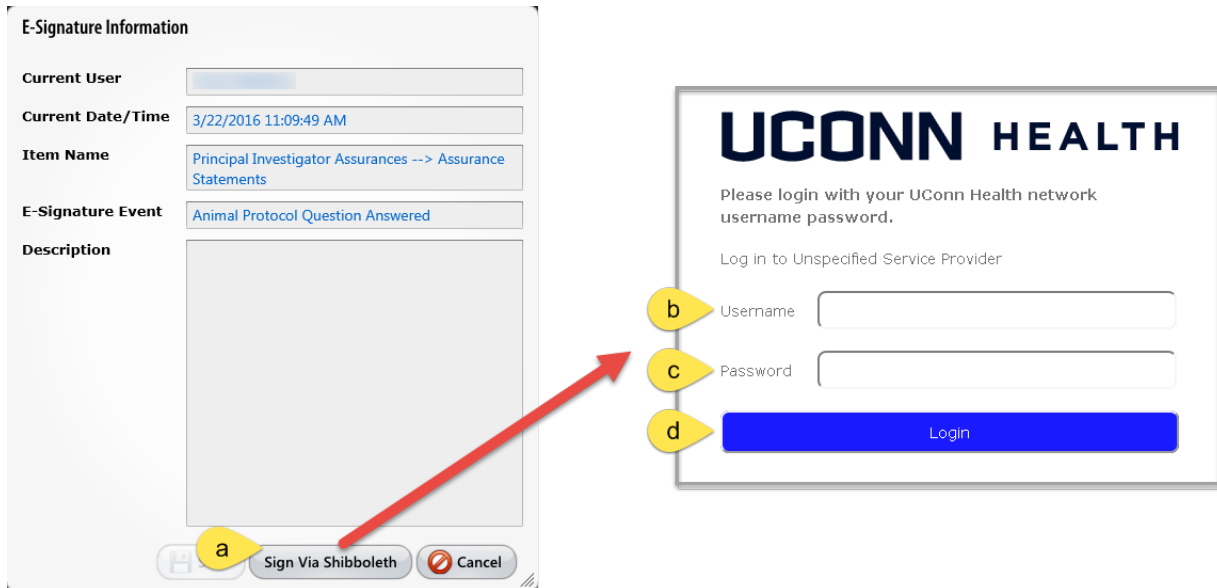


7. Once you are sure the protocol is ready to be submitted, click the **Submit**  button. The Set Status dialog box appears



8. On the Set Status dialog box, click **Submitted** and then **Set Status**  button .

9. An e-Signature dialog appears, please
 - a. Click Sign Via Shibboleth button.
 - b. Enter your UConn Health domain account **username**.
 - c. Enter your UConn Health domain account **password**.
 - d. Click Login button.
 - e. After successful login, you will be returned to the protocol.



10. Your protocol has been submitted. To confirm that your protocol was submitted using the Product Selector go to **My Dashboard > My Protocols**. Look for the protocol you just submitted. The Protocol Status should report "Submitted". If it doesn't, then something went wrong. Simply go back into the protocol by clicking on it and re-submit by repeating steps 7-9 above.

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<input type="checkbox"/>				Original	ab	2/23/2016	2/23/2016 2:34 PM		2/23/2016	Submitted	Animal Studies

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