

## How to Create and Submit an Annual (Interim) Review for an Animal Protocol

This guide assumes you have an approved animal protocol within the system and need to submit a first or second annual review at the end of year one or year two in your protocol's life cycle. *An annual review cannot be submitted if a modification to the protocol is pending; alternately, a modification to the protocol cannot be submitted if an annual review is pending. It is important to submit your annual review in a timely manner once you have been informed that it is due.*



1. Approximately 2 weeks prior to the due date, you will receive an email through Topaz Elements reminding you that you need to complete an annual review. It should look something like this:

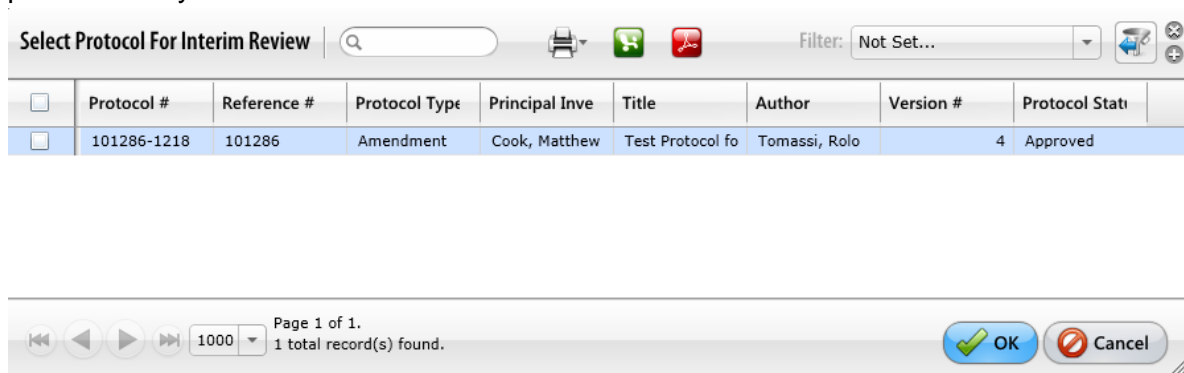
Hi, Dr. [PI]-

The PHS and USDA require annual reviews of all animal related activities. Your animal protocol [Protocol Number] "[Protocol Title]" requires an annual review form to be submitted to the ACC by [Due Date]. You will need to use the "Create renewal protocol" form to submit this annual review.

Thank you-

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2. Login to Topaz Elements at <https://uconnprod.topazti.net/UCElements> with your UConn Health domain username and password.
3. Under the Compliance  Menu, click **Animal Protocols**.
4. Click  **Create Interim Review Protocol** from the Protocols menu items.
5. Click on the appropriate protocol for Interim (annual) review on the Select Protocol grid. This should be the protocol that you need to submit an annual review for.



<input type="checkbox"/>	Protocol #	Reference #	Protocol Type	Principal Inve	Title	Author	Version #	Protocol Stati
<input type="checkbox"/>	101286-1218	101286	Amendment	Cook, Matthew	Test Protocol fo	Tomassi, Rolo	4	Approved

Page 1 of 1.  
1 total record(s) found.

- Click on the appropriate protocol renewal form (i.e. Review Form for first and second annual reviews).

**Select Form for Interim Review** Quick Finder


Name	Description	Type	
Annual Review form v.20130101	Review form for first and second annual reviews of...	Interim Review	

Cancel

- The Protocol form opens. Using the Outline, go to, expand (click + to the left) and complete Section 12 Annual Review of the protocol form.
- In Section 12, complete your responses to each question.

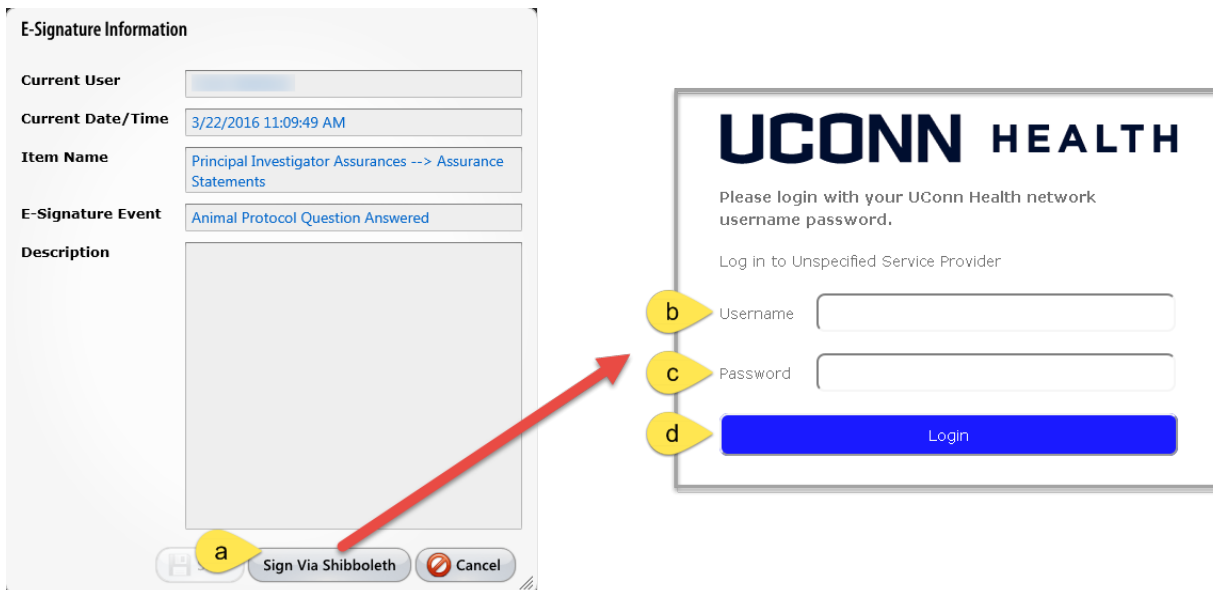
The screenshot shows the 'Animal Protocols' software interface. On the left, the 'Outline' pane shows a list of sections from 1 to 13. Section 12, 'Annual Review', is highlighted with a red circle and the number 7. The main content area displays the '12 Annual Review' form, which includes an 'Annual Review' section with an 'IMPORTANT' note and a list of checkboxes for different review types. A red circle with the number 8 is placed over the '12 Annual Review' header in the main content area. At the bottom of the form, there is a 'Protocol Status' section with a radio button for 'Protocol active, work initiated'. Navigation buttons for 'BACK' and 'NEXT' are visible at the bottom of the interface.

- Click Save .

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

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

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



13. 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 10-12 above.