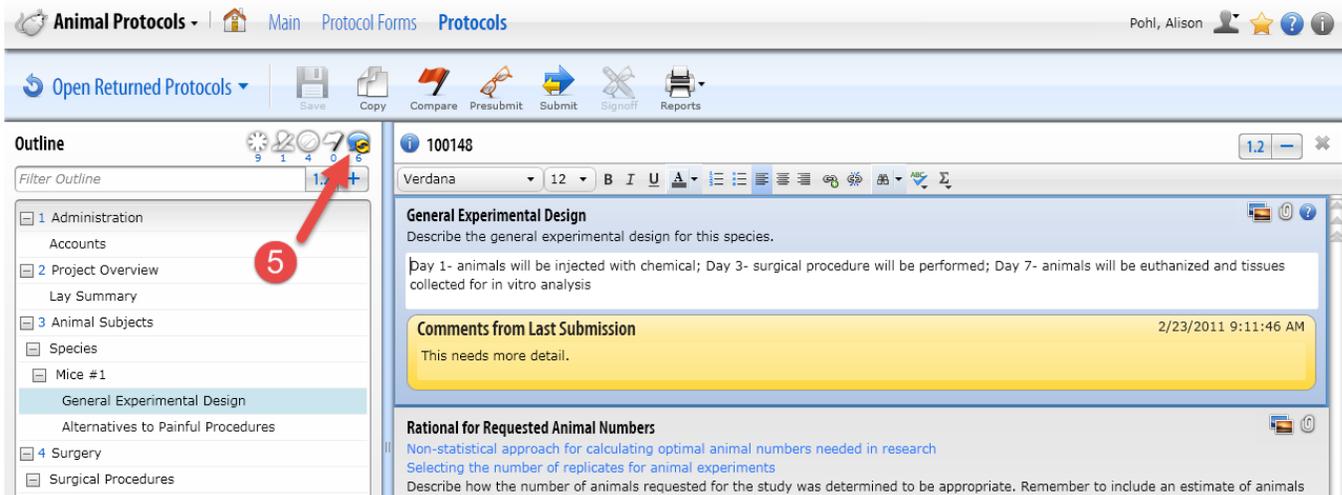


## How to Revise Animal Protocols Returned for Modifications after IACUC Review

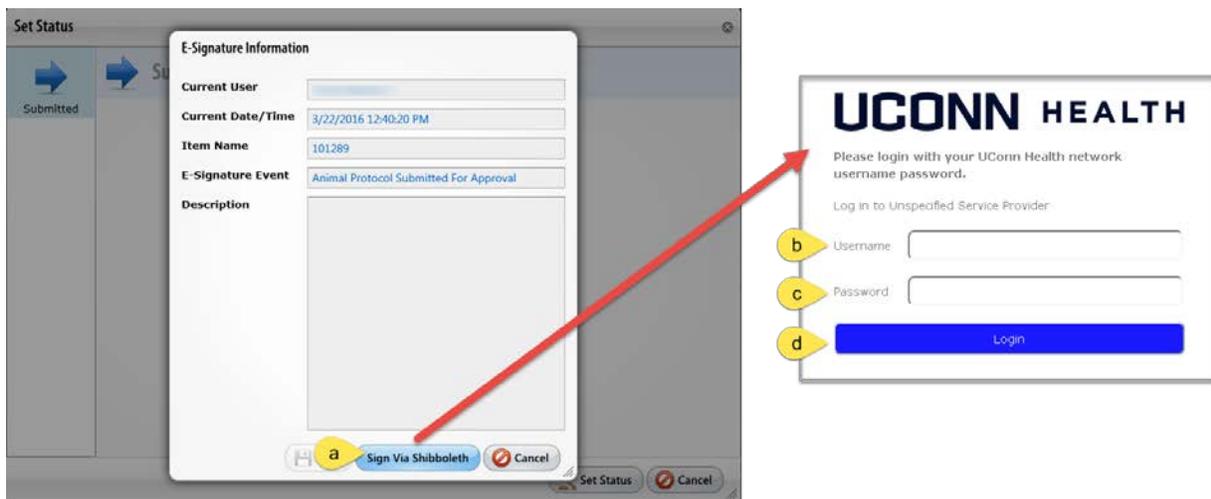
If your protocol was not approved from the start, you will receive an email message stating that your protocol has been reviewed and requires changes prior to approval. Follow these instructions to respond.

1. Login to Topaz Elements at <https://uconnprod.topazti.net/UCElements> (if not already) using your UConn Health domain account username and password.
2. Click on My Dashboard under Places on the Main Home Screen or if using the Product Selector on the top left side of the screen, select My Dashboard.
3. Select My Protocols dashboard panel. You will see a list of your protocols.
4. Click on the appropriate protocol with “Returned for Modification” status to open it.
5. In the Outline Panel, click the Questions with Summary Comments  icon. This will show you all the questions that require some type of explanation. Comments appear in a yellow field below the question.

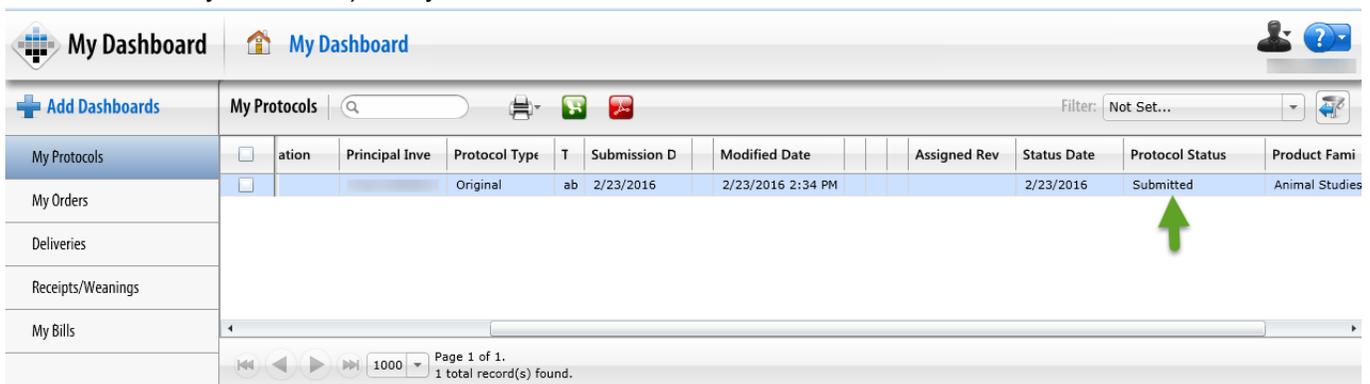


6. View the comment summaries, make the recommended modifications to the question above by comment, and click Save . Note: You do **NOT** need to use a different font, color, or anything else for the changes. Make sure all comments have been addressed.
7. Resubmit the protocol by clicking Submit .
8. On the Set Status dialog box, click **Submitted**.

9. Click Set Status .
10. 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.



11. To double check that the submission occurred, go to your My Protocols dashboard (Product Selector > My Dashboard > My Protocols) and you will see that its status is back to submitted.



If so, now you have successfully submitted your revisions back to the IACUC so it can be re-reviewed.