













Animal Protocols

Creating a Protocol Request



1. Click Animal Protocols on the Compliance  menu.
2. Click Create Original Protocol from the Protocols menu items.
3. Click on the appropriate protocol form from the Select Form grid.
4. Enter the required information for each section of the protocol request:
 - » Reference Number and Principal Investigator are required fields and must be populated in order to save the form.
 - »  indicates a required question. The question must be completed prior to submitting the protocol request.
 - »  indicates questions that have not been completed.
 - »  provides help in select questions. Clicking this icon provides helpful information to complete the form.
 - »  allows you to choose information from a predefined list.
 - »  allows you to view a list of available staff.
 - »  indicates an e-signature is required. Once the question is answered, the signature box appears and allows the user to enter the TOPAZ user name and password.
 - » The assurance statement requires an e-signature from the Principal Investigator.
5. Click Save  . Make sure to save often.
6. Click Submit  .
7. Click Set Status  .







Animal Protocols





Creating a Protocol Request (cont'd)



Returned for Modification

1. Click on My Dashboard from the product selector on the top left side of the screen.
2. Select the My Protocols dashboard from the Product Selector.
3. Click on the appropriate protocol with the status of Returned for Modification.
4. Click the Questions with Summary Comments  in the Outline panel. Comments appear in a yellow field below the question.
5. View the comment summaries, make the recommended modifications, and click  Save.
6. Resubmit the protocol request by clicking Submit  .
7. Click Set Status  .

Creating an Amendment Protocol

1. Click Animal Protocols on the Compliance  menu.
2. Click Create Amendment Protocol from the Protocols menu items.
3. Click on the appropriate protocol amendment form from the Select Form grid.
4. Amend the protocol as needed - include the intention and justification in the Amendment section. Remember to refer to all items in other sections that are being modified.
5. Click Save  .
6. Click Submit  .
7. Click Set Status  .




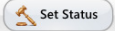


Animal Protocols

Creating a Protocol Request (cont'd)



Creating a Renewal Protocol

1. Click Animal Protocols on the Compliance  menu.
2. Click Create Renewal Protocol from the Protocols menu items.
3. Click on the appropriate protocol renewal form from the Select Form grid.
4. Complete the renewal. Remember to refer to all items in other sections that are being amended or modified.
5. Click Save  .
6. Click Submit  .
7. Click Set Status  .