

PROPOSAL TRACKING – COMPLIANCE APPROVALS REVISED PROCEDURE 7-09

In summer 2009 the University of Miami is moving to the InfoEd “New Portal”. The New Portal provides a wider variety of search criteria when locating a proposal in InfoEd. This includes the ability to search for a proposal by Compliance Protocol Number on the **Search For** screen. The IACUC # or the EPROST # may be entered to locate the related proposal in InfoEd.

Proposals - Search For	
Use * for wildcard	
Property	Value
Proposal number	<input type="text"/>
Sponsor/Scheme	<input type="text"/> Set
PI	<input type="text"/> Set
Additional Search Fields	
Title	<input type="text"/>
Sponsor Type	<input type="text"/> Set
Sponsor Program #	<input type="text"/>
PI Department	<input type="text"/> Set
Investigator	<input type="text"/> Set
Investigator Dept.	<input type="text"/> Set
Award Number	<input type="text"/>
Protocol Number	<input type="text"/>

As a result of this change, the procedure for adding the IACUC # and EPROST # to InfoEd has been revised, and all proposals with an IACUC # will now be linked to the protocol information in the InfoEd Lab Animals system.

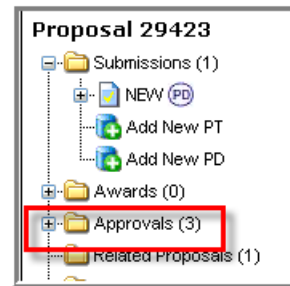


NOTE: Protocol information may be added via the Approvals section in either Proposal Tracking or Proposal Development.

REVISED COMPLIANCE APPROVALS PROCEDURES

- ♦ Review Compliance Approvals information on the UM Proposal Transmittal. If any answers are marked “YES” on the transmittal, complete the Approvals section on the Summary page.
- ♦ If Human Subjects or Vertebrate Animals are involved, you must also enter information under the Approvals folder.

- Click on **Approvals** folder to open, and select Add Approval to enter the Human Subjects or Vertebrate Animals information.



For HUMAN SUBJECTS:

- Select Human Subjects (IRB) from the picklist, and be sure to select the **Not Attached** option.

Approvals Continue

Type: Human Subjects (IRB)

Protocol: Attached Not Attached

- Enter the Status, Approved Date, and EPROST # following standard procedures.



Enter the EPROST # in the Reference No. field. It is the Reference No. that is reportable on the **Search For** page under Protocol Number. **VERY IMPORTANT!!!**

Approvals

Type Human Subjects (IRB)	Protocol: <input type="radio"/> Attached <input checked="" type="radio"/> Not Attached	Status Approved
Approval Review Type [v]	Approval Review Category [v]	Reference No. 20070435
Approved 01-Jun-2009	Approved From []	Approved To []

Additional Information

Human Subjects

IRB Number [] 15 digit max.

EPROST Number 20070435 15 digit max.

For VERTEBRATE ANIMALS:



Review the transmittal. Do you have an IACUC # for this proposal?

If you have an IACUC #:

- ◆ Add a new approval. Select Lab Animals (IACUC) from the picklist, and be sure to select the **Attached** option here. Then hit Continue. **VERY IMPORTANT!!!**

Approvals (New)

Type: Lab Animals (IACUC) [v]

Protocol: Attached Not Attached

- ◆ Enter the IACUC Number to search for the protocol within the InfoEd Lab Animals system, and hit Go.

29423 - PIPROFILE TEST
MOLECULAR & CELLULAR PHARMACOLOGY - 31046
Proposal Development-Reference Guide-DO NOT DELETE

Close Select by Number Go

Or Apply Filters Go Clear All

If the protocol is in the Lab Animals system, it will appear at the bottom of the page. Pick the relevant protocol, and click on Select to attach the animal protocol to the proposal.

1 Records Found. Displaying pages 1 through 1 of 1

1 [Next \[1-1\] >>](#)

Number	Title	Sponsor/Scheme	PI	Select
07-002	PKC regulation of neurotoxic DEG/ENaC channels and implication for neurodegeneration.	AMER HEART ASSOC - FL AFFILIATE INC	BIANCHI, LAURA	<input checked="" type="checkbox"/>

You are not required to enter any additional protocol information once the proposal and protocol are linked. But remember to Save at this point.

If you do NOT have an IACUC #:

- ◆ Add the new approval, but select the NOT ATTACHED option.
- ◆ Enter the Status as shown on the transmittal. If status is pending, select Under Development as status. If approved, enter Approval Date also.



NOTE: If the IACUC # is Not Found in the Lab Animals system, follow these steps:

- ◆ After searching for the IACUC #, select Close from the search screen. This will take you back to the main Approvals page.
- ◆ Select the Not Attached option. Click OK to message "You are disconnecting this approval form a protocol . . ."
- ◆ Click on the Save icon on the upper right-hand side.
- ◆ Enter the Status, Reference No, and IACUC #.
- ◆ Don't forget to save.