



# Guide to CPP e-PS for the Principle Investigators

version June 2019

<https://academic.cpp.edu/animalcare>

# What is the ePS?

- ▶ The ePS is CPP's electronic Protocol System.
- ▶ This system is used to archive, review protocols, SOPs (standard operating procedures), meeting minutes, etc.
- ▶ To access the ePS, you will need your Bronco ID and password to login.



# Homepage

## Animal Care and Use Committee (IACUC)

To log out please close the window

Home

PI View

My Protocols

Submit a Protocol

File an Amendment

My Species Orders

Submit an Order

Contacts

## News & Announcements

Welcome to the Animal Care Protocol Review website. Please see the [About](#) section below for information about this website.

### Application Upgrade

Dear Research Community,

The Institutional Animal Care and Use Committee electronic protocol system will be down Thursday January 31, 2019 7:00 AM - Friday February 1, 2019 5:00 PM for an upgrade to the current database management system, which runs all online submissions and maintains all existing animal protocols. Please note the following:

1. All existing protocols have been safely stored (as of January 29, 2019) to prevent loss while processing this update.
2. The update will comply with the Accessible Technology Initiative (ATI), which provides accessible information resources, and technologies to individuals with disabilities.
3. A few new features will be implemented to assist investigators when navigating through the submission process; they are minor elements and will not affect how the system operates.
4. The upgrade includes the updated branding logo.

Lastly,

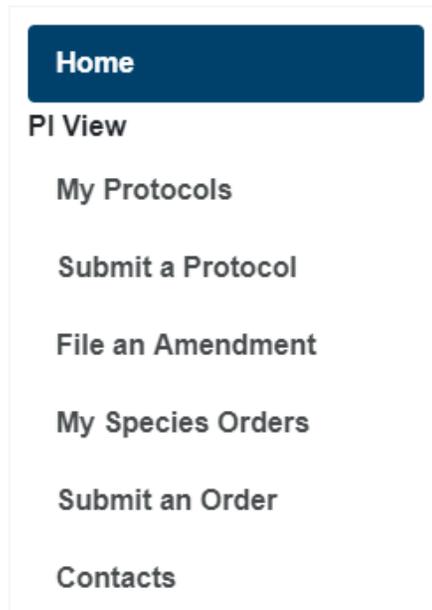
As requested the signature page of the protocol application will become an electronic signature process (DocuSign System – PolyDoc Admin.) to facilitate electronic exchanges to all additional personnel (CPP affiliated faculty, student and staff) on protocols, ensuring accurate documentation and faster delivery to the Office of Research Compliance. You are encouraged to contact the IACUC office 909.869.3713 or .4215 shall you have additional questions or concerns.

[Memorandum to the research community- electronic protocol system update 2019](#)

[DocuSign- IACUC signature page sample 2019](#)

- ▶ Once you log in to e-PS, the home page will show you any recent announcements posted by the Office of Research Compliance.
- ▶ In the left menu (circled in red), you will have menu options to help you navigate through e-PS.

# PI View Menu



- ▶ “My Protocols” will take you to a list your protocol submissions and affiliated protocols approved or under review
- ▶ “Submit a Protocol” should be selected when beginning a new protocol submission
- ▶ “File an Amendment” should be selected when amending an approved protocol
- ▶ “My Species Orders” will take you to a history of your animals orders completed or in process
- ▶ “Submit an Order” should be selected when submitting your animal use numbers or when requesting animals for an approved protocol. Animal Orders are reviewed by the Facility Coordinator.
- ▶ “Contacts” will take you to a list of IACUC administrative staff who you may contact for assistance.



# Submitting a Protocol

## Personal Information

Are you submitting this protocol on behalf of someone else?

No  Yes

First Name   
Last Name   
Email Address   
Phone Number

## Your Campus Affiliation

Indicate the College/Division you are affiliated with

College/Division   
Department

## Protocol Information

Please provide protocol title and type

Protocol Title   
Protocol Type

Please attach your Completed Documentation

Completed Documentation must be a Word document (.doc or .docx file)

No file chosen

(Please click only once to avoid multiple posts)

Please allow time for your attached documentation to save to our server. This screen will be replaced wit

- ▶ Fill out all required information on the Submit a Protocol Page
- ▶ Be sure to select the correct protocol type under “Protocol Information” (Research or Teaching)
- ▶ Click “choose file” to upload your protocol application form in word format
- ▶ Click “Submit Protocol for Review”



# My Protocols

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**My Protocols**

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### Protocol Listing

Actions	Date	Prot #	Title	Type	Status
<a href="#">Details</a>	5/15/2019	19.014	May 1st, 2019 IACUC meeting minutes	admin	Approved
<a href="#">Details</a>	4/24/2019	19.011	May 1st 2019 IACUC Agenda	admin	Completed
<a href="#">Details</a>	4/24/2019	19.012	Spring 2019 IACUC Semiannual Inspection Reports	admin	Approved
<a href="#">Details</a>	4/16/2019	19.009	March 6th, 2019 IACUC meeting minutes	admin	Approved
<a href="#">Details</a>	2/6/2019	19.003	Updated CITI Training	admin	Approved

### Listing All Affiliate Protocols

None.

- ▶ Once your protocol has been assigned a number by the IACUC Administration, it will appear under “My Protocols”
- ▶ Click “Details” to enter the Protocol Application Information page

# Protocol Application Information

## Available Protocol Actions

- File an Amendment
- Upload New/Updated Attachments
- Submit a Signature Page

## Protocol Application Information

Protocol # 19.014	
Title	May 1st, 2019 IACUC meeting minutes
Status	Approved
Decision Date	5/20/2019
Approval Date	5/20/2019
Type	admin
Submit Date	5/15/2019 12:00:00 AM
Attachments	<ul style="list-style-type: none"><li>• <b>Original Protocol</b> (Original Filename: IACUC Meeting Minutes May 01 2019 final.docx; Uploaded: 5/17/2019 1:08:27 PM)</li><li>• AV Report (Original Filename: Veterinary Report 4_30_2019.pdf; Uploaded: 5/17/2019 9:11:46 AM)</li></ul>
PI Name	Laura Illingworth
Email	Lillingworth@cpp.edu
Phone	9098693713
College	Division of Academic Affairs
Dept.	N/A

- ▶ Here you will see all the information you entered previously as well as the status of the protocol (“In Review” or “Approved”)
- ▶ The protocol application you submitted will be hyperlinked and labeled “Original Protocol”
- ▶ You now have “Available Protocol Actions”: file an amendment, upload an attachment and a link to create a signature page
- ▶ At this time, you should create a signature page
- ▶ You can find instructions on how to do so [here](#)



# Upload New Document/Attachment

## Uploads and Updates for the Protocol and Attachments

Use this section to upload a new attachment, or to upload a revision to an existing attachment or the protocol.

Select:

- Please Select attachment type----
- Please Select attachment type---
- Upload New Attachment
- Upload a Revised Protocol
- Upload a Signature Page
- AV Report

or schedule or collaborator's CV. Something useful to you and the ACUC.)

File:

(Protocols must be .doc or .docx files, dependent upon original file. Attachments can be images, PDFs, spreadsheets, etc)

Choose File No file chosen

Add Attachment to Protocol

## Attachments for May 1st, 2019 IACUC meeting minutes

- [Original Protocol](#), Revision #1 (Uploaded: 5/17/2019 1:08:27 PM)
- [Original Protocol](#) (Filename:IACUC Meeting Minutes May 01 2019 final.docx; Uploaded: 5/15/2019 12:08:09 PM)

- ▶ Please be sure to select the correct type of attachment on the drop down menu
- ▶ Create a name for the attachment (ie. Tail Vein Injection SOP)
- ▶ Select "Choose File" to upload the document
- ▶ Selecting "Add attachment to Protocol" will upload the document to your protocol
- ▶ During review you may receive comments to change information on your application. You can upload the application with changes by selecting "Upload a Revised Protocol"



# Submit an Amendment

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## File an Amendment for Protocol...

Select a protocol 19.014: May 1st, 2019 I... ▾

File Amendment for selected Protocol

[See selected protocol details](#)

- ▶ Select “File an Amendment”
- ▶ Select the protocol you’d like to amend in the drop down menu
- ▶ Click “File Amendment for selected protocol”



# Submit an Amendment

You are filing an amendment for...

Protocol # 19.014

Title: May 1st, 2019 IACUC meeting minutes

## Protocol Amendment

To obtain approval for a change with:

- Animal  
s
- People
- or  
Other

Indicate YES or NO for each choice.

### 1) Is the animal use substantially changed?

This would include ANY changes that affect: pain classification, anesthesia, analgesia, species or strain, surgical procedures, euthanasia, ex

Yes  No

If you selected "Yes", please fill in the details regarding this change below.

### 2) Are there any people participating in the protocol that have NOT been reported to the IACUC in writing?

This would include auxiliary staff, graduate students or faculty.

Yes  No

If you selected "Yes", please fill in the details regarding this change below. Specify their role. As PI of this project, you must assure the IACUC that they have:

- completed the RASQ for occupational health,
- have or will obtain pertinent animal care training, and
- have read and signed the approved version of the protocol.

### 3) Other

For reasons that are not best described by the above items 1) or 2).

Examples: annual reports, change to a course title, point of information that needs to be documented.

Yes  No

If you selected "Yes", please fill in the details regarding this change below.

- ▶ Select the type of change you are proposing (animal use, personnel, other)
- ▶ For a change in animal use, provide a summary of the proposed change in the dialog box
- ▶ For a change in personnel, provide their name and whether they have completed CITI training or an eRASQ
- ▶ Once submitted, the amendment will be assigned a number (ie. 19.014a) and will be reviewed by the IACUC
- ▶ Amendments will also appear on the "Protocol Application Information" page.



# Email Notifications

- ▶ You will receive email notifications from the system (IACUC@mailman.cpp.edu) when;
  - Your protocol/amendment has been approved
  - Your one year status report is due
  - Your protocol is due for a rewrite (every three years)
  - When the status of your protocol has changed (in review, approved, denied, expired)
- ▶ Please do not reply to these emails. If you have any questions, forward them to the Compliance Office [iacuc-office@cpp.edu](mailto:iacuc-office@cpp.edu)





Thank you for working  
with the IACUC!

