

Quick Reference for IACUC IRB Manager Home Page/Dashboard University – January 2020

Where to start: [iacuc.utoledo.edu](https://utoledo.edu), then click the link to log in using your UTAD credentials.

The screenshot displays the IACUC IRB Manager Home Page for The University of Toledo. The page features a navigation bar with a 'Home' button, a dropdown menu for 'IACUC', and a search box labeled 'Find Study (Ctrl+Q)'. The main content area is organized into several sections:

- Actions for Researchers:** Includes links for 'Animal Use Protocol Form' (marked with a blue star), 'Start xForm', and 'Show Sponsor Ids'.
- Recent Items:** Lists recent study IDs: 400016-UT, 300016-UT, 400019-UT, 400004-UT, 300018-UT, 400025-UT, and 400030-UT.
- Useful Links:** Provides links to 'All Projects Dashboard', 'IACUC Dashboard (coming soon)', 'IBC Dashboard (coming soon)', and 'IRB Dashboard'.
- My Docs & xForms:** Shows '4 Attachments' and '79 xForms'.
- Studies (20 Active):** A summary box indicating 20 active studies and 34 total studies. It also lists 8 studies expiring in the next 90 days and the next study to expire (400004-UT).
- xForms (29 Active):** A summary box showing 14 unsubmitted xForms, 15 xForms being processed, and 3 xForms awaiting attention.
- Events (16 Open):** A summary box listing 2 IACUC Amendment Submission events, 13 IACUC New/Triennial Renewal Submission events, 1 IACUC Personnel Amendment Submission events, and 16 Total Open events.
- Important Information:** A yellow box with a welcome message and contact information for the IACUC office.

At the bottom, a table titled 'My Studies (20 Active)' displays the following data:

Study	Site	PI	Title	Expires	Status	Reference Doc(s)
400001-UT	University of Toledo	PI, John M.S.	DMR->FCR->DMR	02/05/2020	Approved	

Upper Blue Bar:

- Home Button always brings you back to this screen.
- The “Find Study” search box allows you to enter a partial or full study number to search for a specific study.

Left Menu:

Actions – things you can do in the system

- Animal Use Protocol Form – click to start a new IACUC application (indicated by a blue star)
- Start xForm – click to see a list of other xForms you can start

Recent Items – simply list the last studies or other records you have accessed

Messages – a persistent message area

Useful Links – a set of links that allow you to switch between dashboards

My Documents & Forms – These links refer to items specific to you.

- User Attachments - shows you what attachments are linked to you as a user, not related to any Study or Event.
- xForms – shows you a list of the xForms you have in progress or that are assigned to you in any capacity.

Middle Panels:

Studies section - provides links to lists of the Studies you are currently associated with.

- The first line is for studies on which you are listed as personnel in any capacity.
- The second line specifically filters for studies on which you are the PI.
- Active Studies (Red Circle) are studies that have not expired, but they may also not yet be approved.
- Total Studies (Red Circle) includes expired, terminated or withdrawn studies.

XForms Section – provides links to XForms that you have a stake in.

- Unsubmitted forms (Orange Box) are forms that are in the very first data collection stage.

- Forms being processed at a later stage (Yellow Box) are forms that have been submitted and are moving through workflow.
- Forms awaiting your attention (Green Box) require your direct action to move on in workflow. This is your “to do” list.

Events – Events are things that happen to Studies either during the initial review and approval, during their lifecycle (like Amendment or Renewal) or at the end of their lifecycle, like a Final Report.

- Event Types (Blue Box) all have a different color to help you differentiate between them. Each Event Type will have a new line, color and description.
- Total Open Events (Purple Box) allows you to see all current events in one list.
- The pie chart gives you a picture of your whole IACUC research portfolio looks like by Event Type

Lower Panel:

My Studies

Shows you the list of your current Active Studies without having to click the “# active Studies” link in the Studies section.

Right Message Panel:

Look here for helpful or timely information.