Creating a Process Review for an Approved Protocol

ERMS - IACUC Job Aid

UT Health San Antonio | Enterprise Research Management System (ERMS)

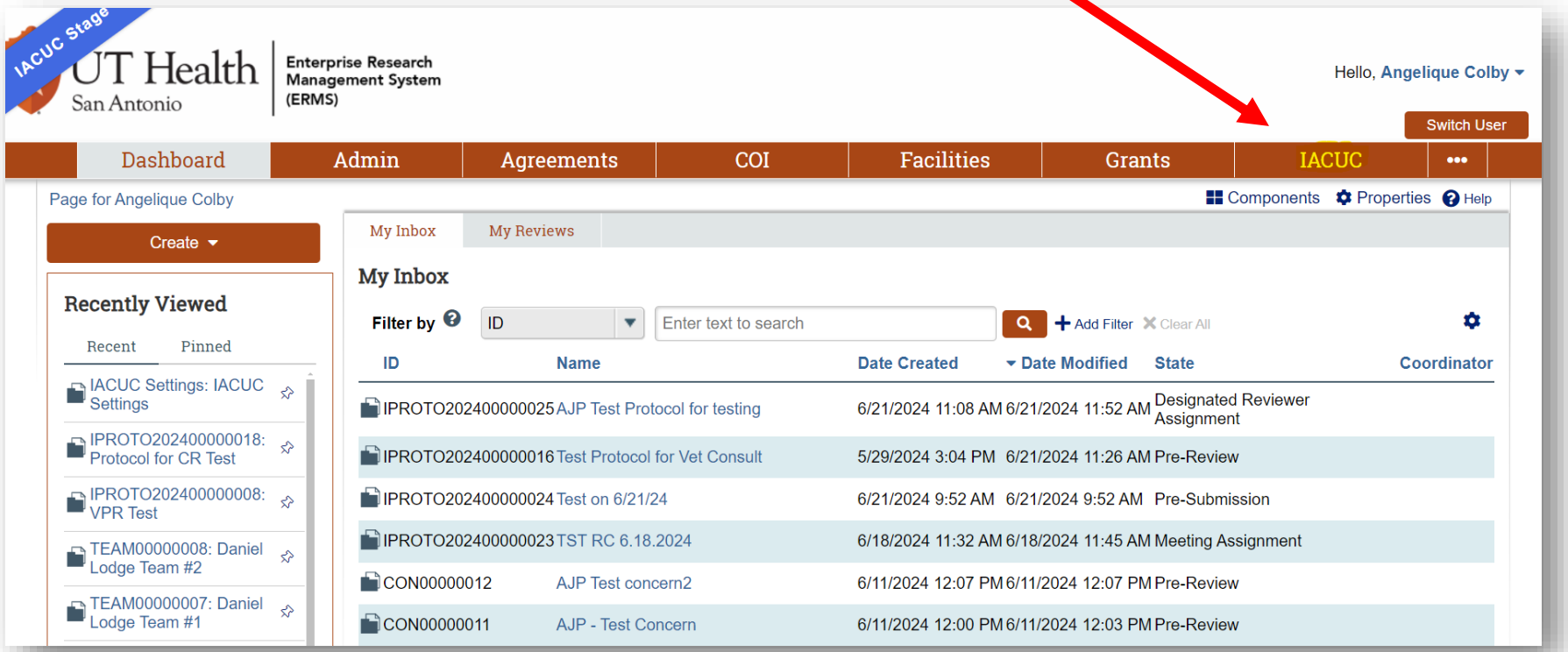
Log in to your ERMS Research account.

Log in here: https://hrsputhsastage4.huronclick.com/IACUC/

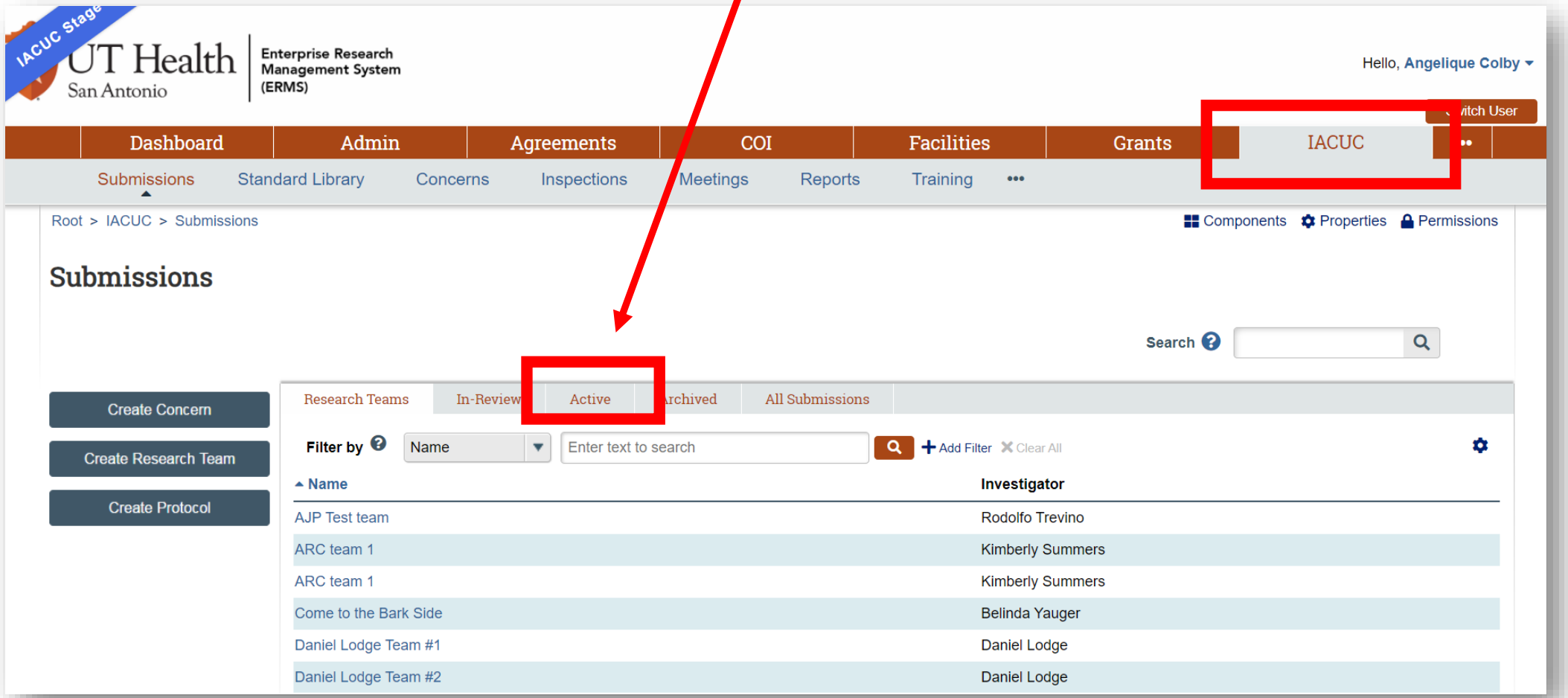
Use your uthscsa.edu log in and password to log into ERMS. This will take you to your Dashboard.

Your ERMS Dashboard:

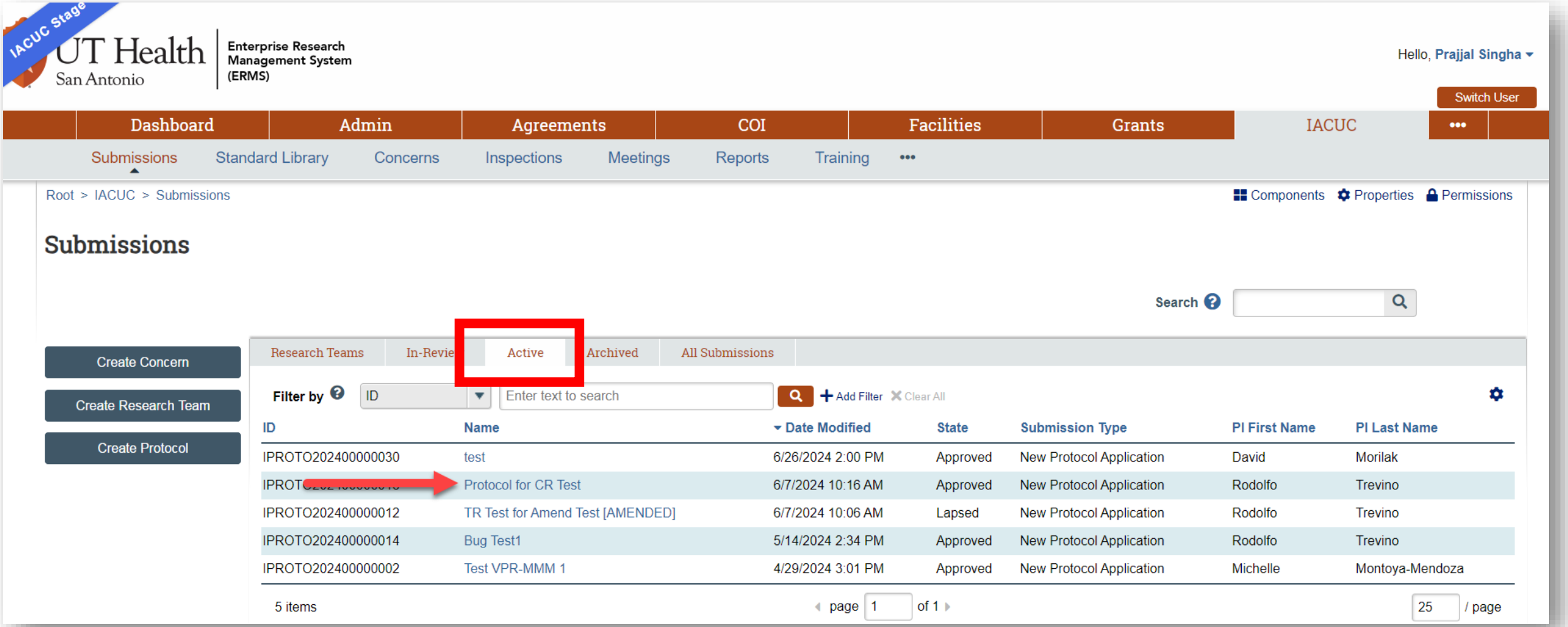
To see all ERMS-IACUC items, click on the IACUC tab.



To create an amendment for an approved protocol, click on the “Active” tab on your IACUC Dashboard.

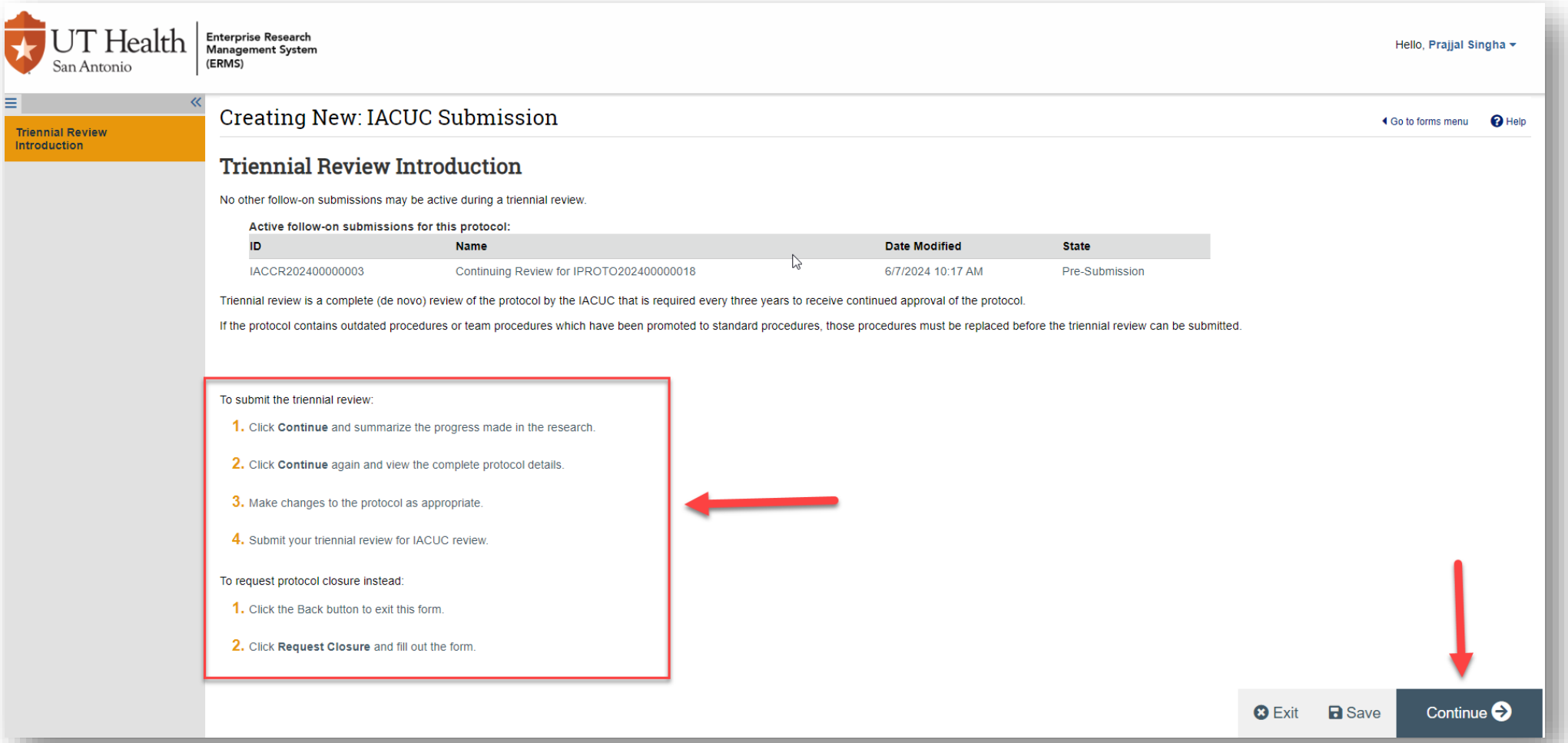


When a protocol is ready for triennial progress report, you need to create an amendment for an approved protocol.
Click on the “Active” tab on your IACUC Dashboard.
Select your protocol.



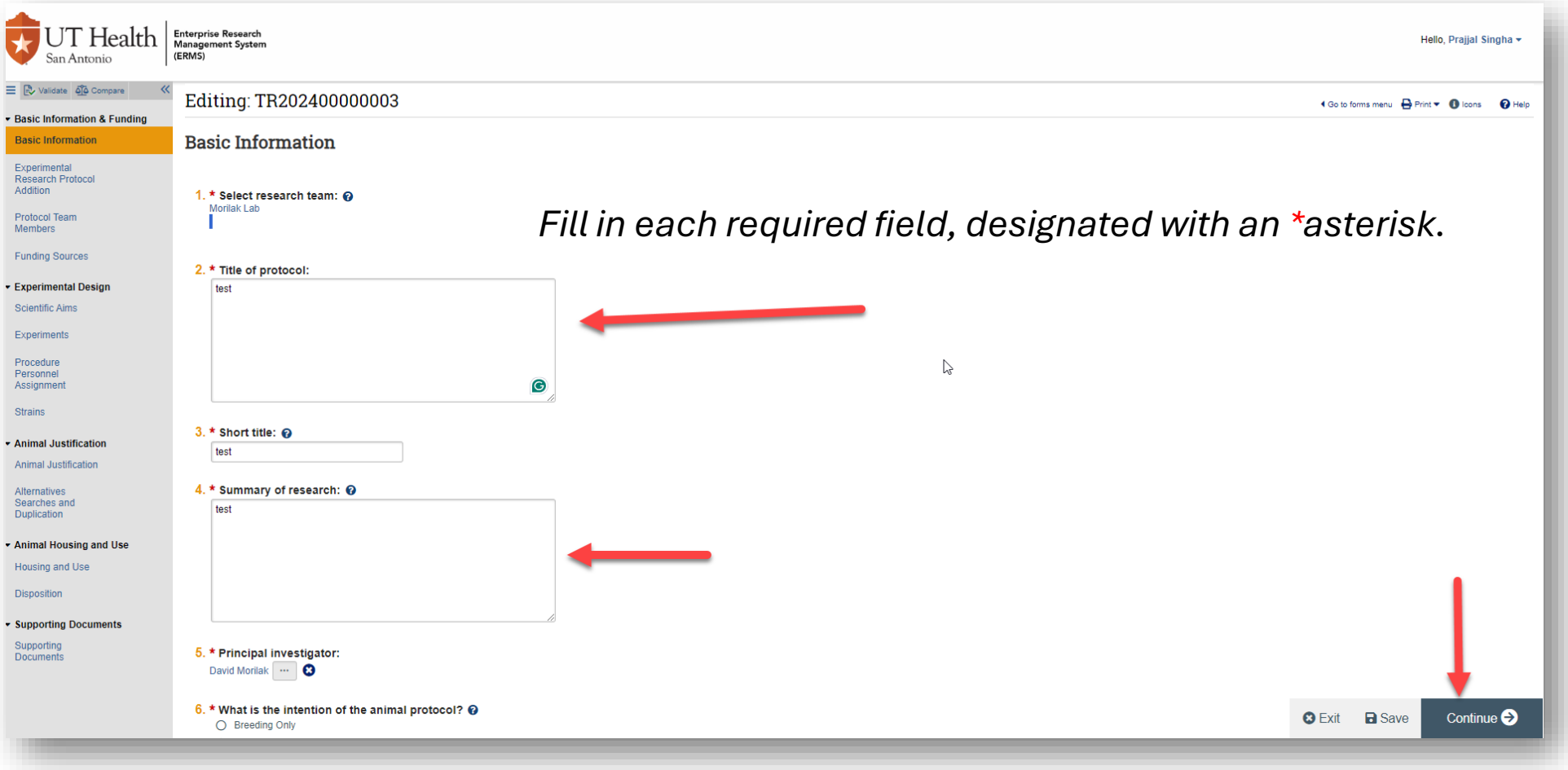
Click “Create Triennial Review”

Follow the instructions provided in the highlighted box. Click Continue to begin.

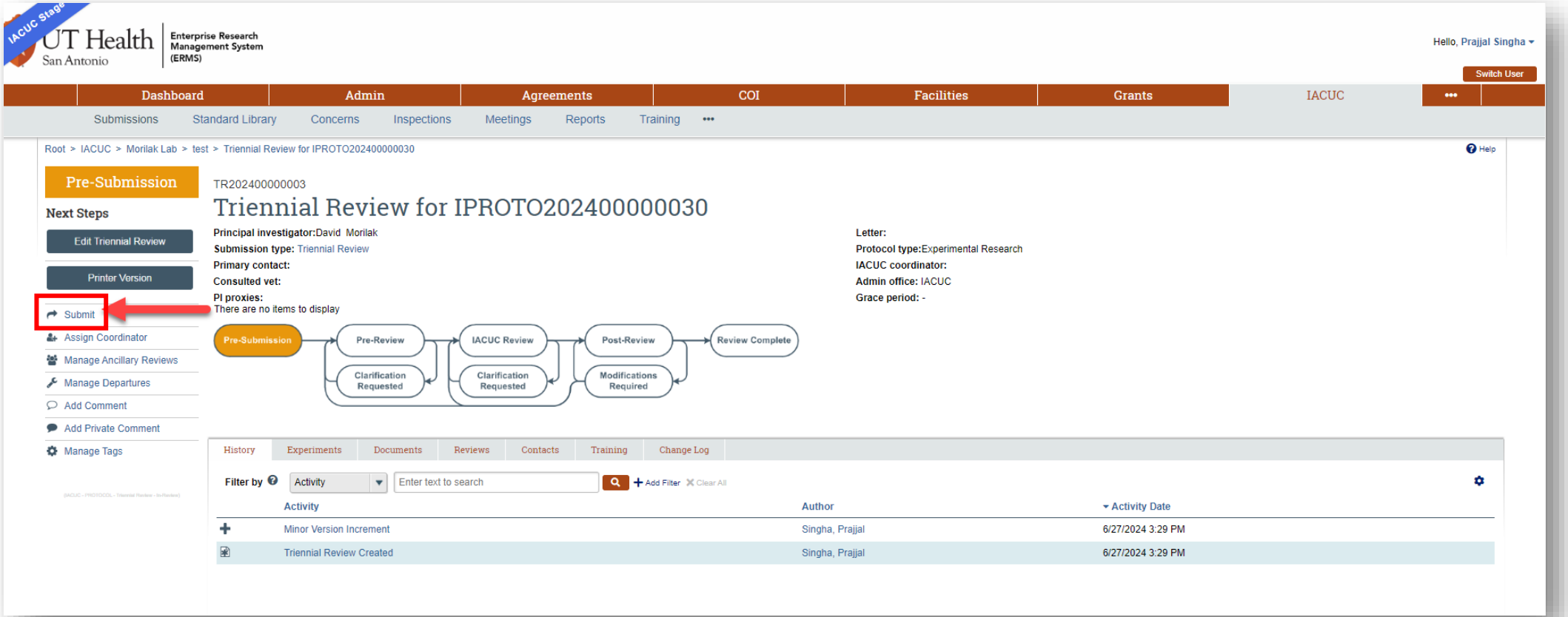


Fill in each required field, designated with an *asterisk.

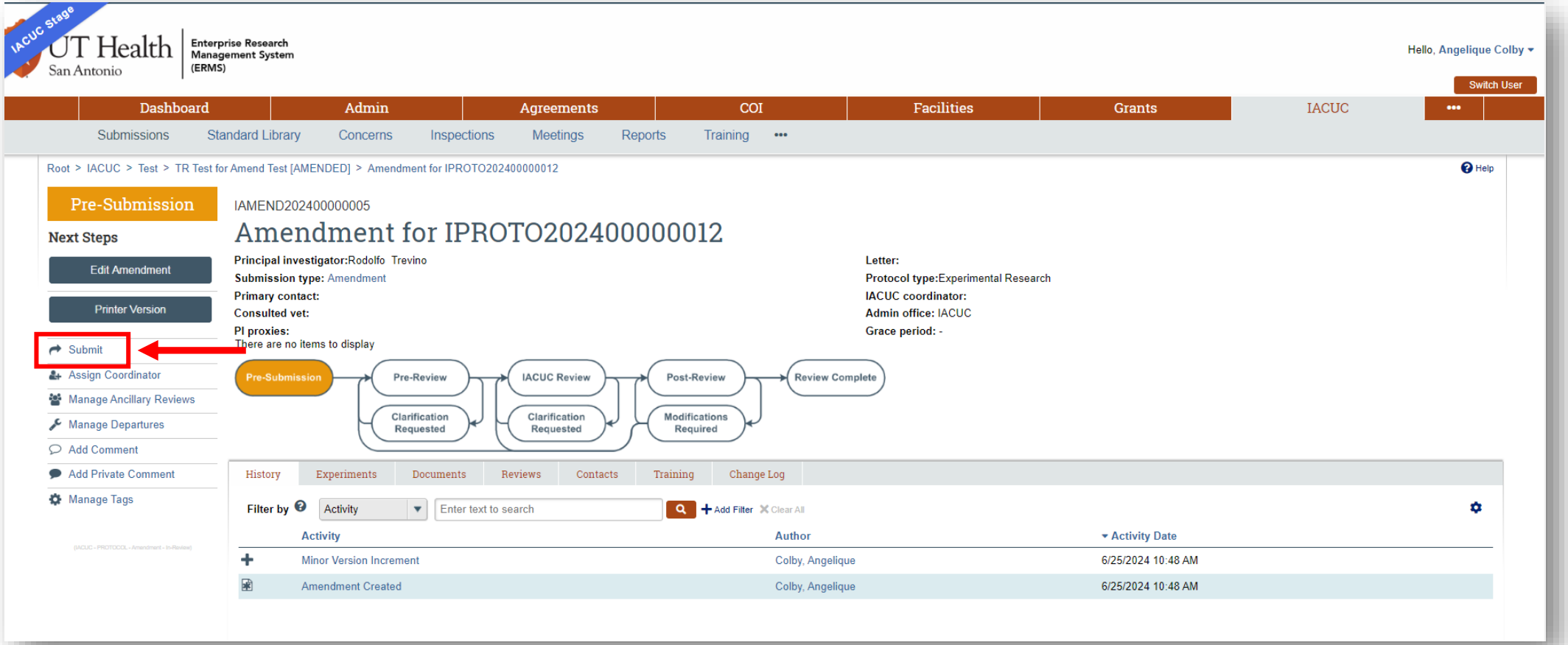
Update each field as needed on each page.
Click Save & Continue after each section.



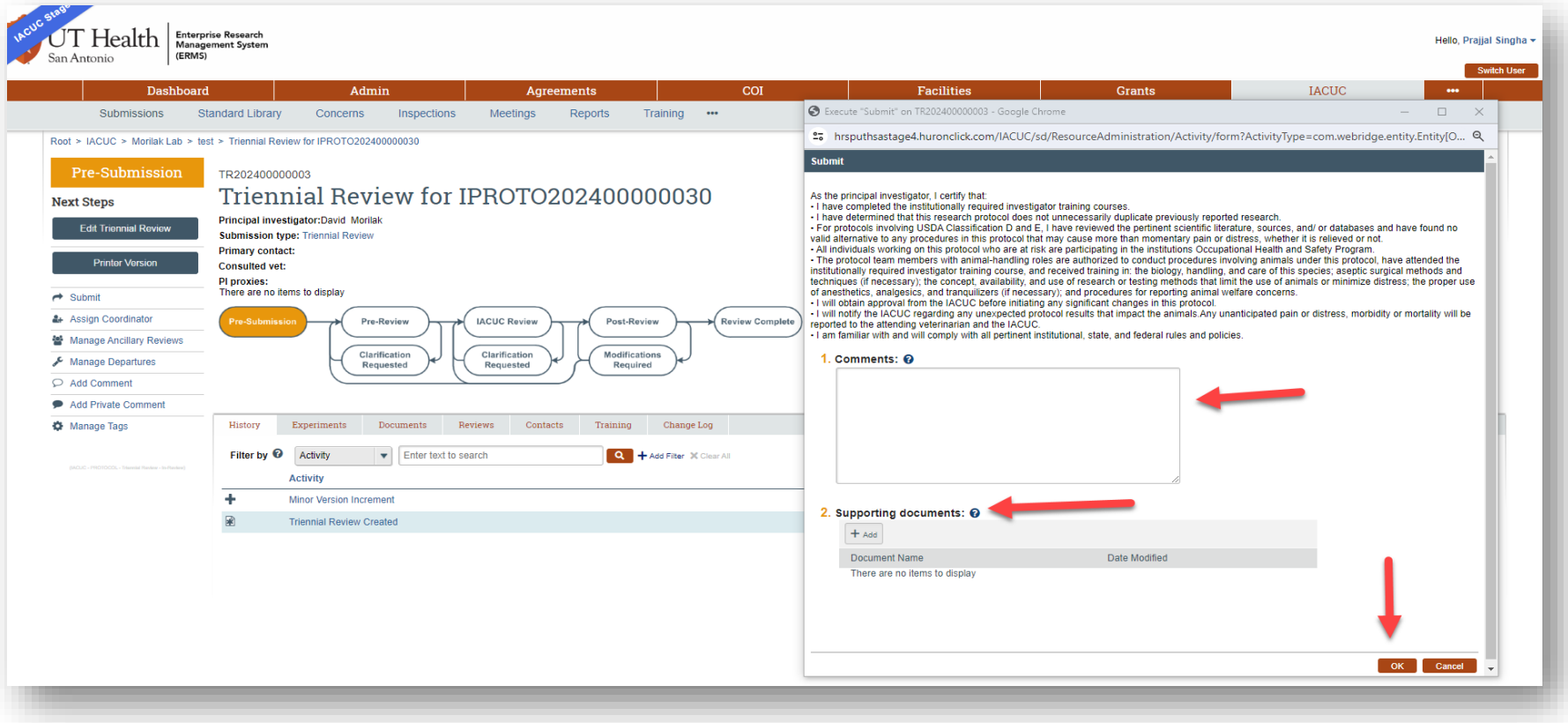
You are ready to Submit the Progress Report.
Click the Submit Button on left side of the screen.



Now you are ready to Submit the Amendment—Click the Submit Button.



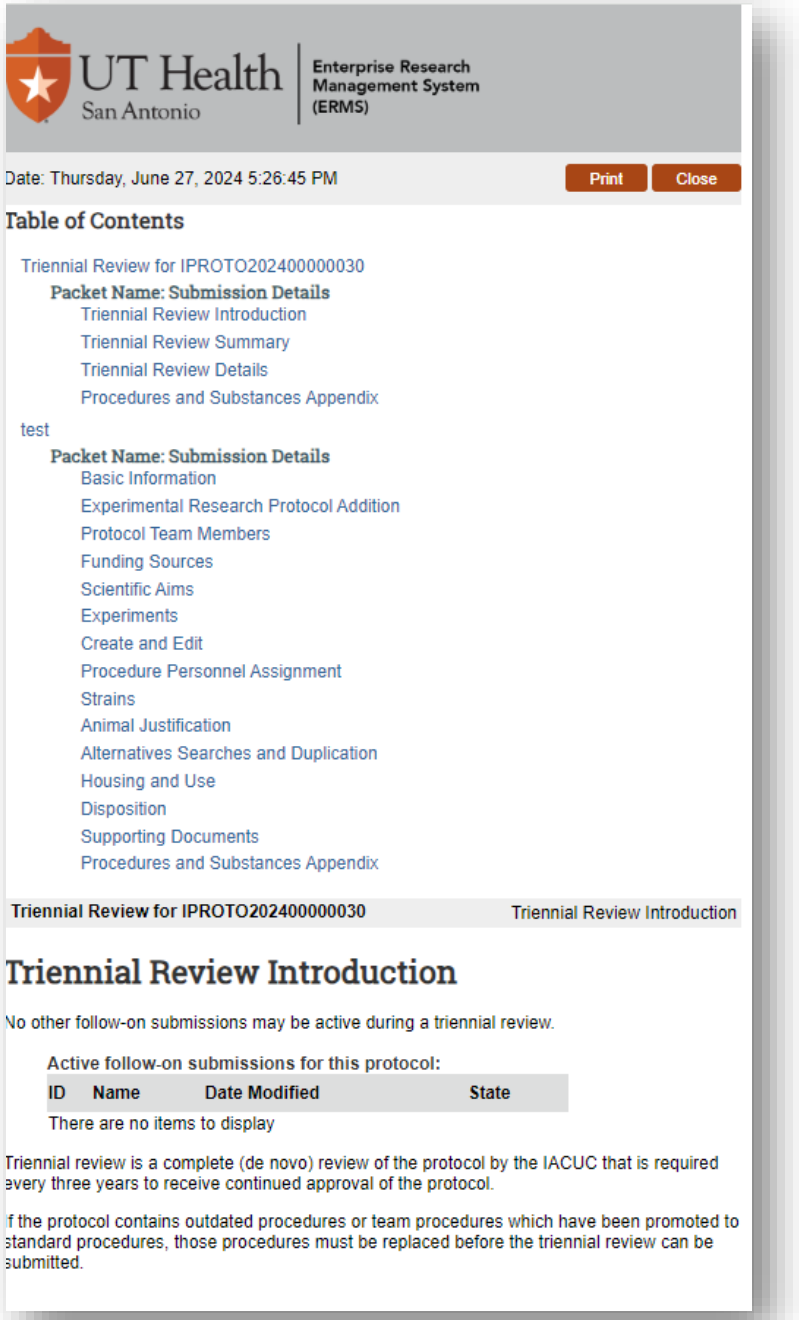
The PI or Proxy must fill out the Comments box with the justification for the Progress Report. Upload additional supporting documents as needed.



Once the progress report is submitted, it will move on the workflow and highlight as Pre-Review.

If you click Printer Version for Triennial Review,
you will see the Table of Contents.

Now, you can scroll through what changes were made and what the review and changes look like.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Date: Thursday, June 27, 2024 5:26:45 PM

Print Close

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Triennial Review for IPROTO202400000030

Packet Name: Submission Details

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Triennial Review Details
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Packet Name: Submission Details

Basic Information
Experimental Research Protocol Addition
Protocol Team Members
Funding Sources
Scientific Aims
Experiments
Create and Edit
Procedure Personnel Assignment
Strains
Animal Justification
Alternatives Searches and Duplication
Housing and Use
Disposition
Supporting Documents
Procedures and Substances Appendix

Triennial Review Introduction

No other follow-on submissions may be active during a triennial review.

Active follow-on submissions for this protocol:

ID	Name	Date Modified	State

There are no items to display

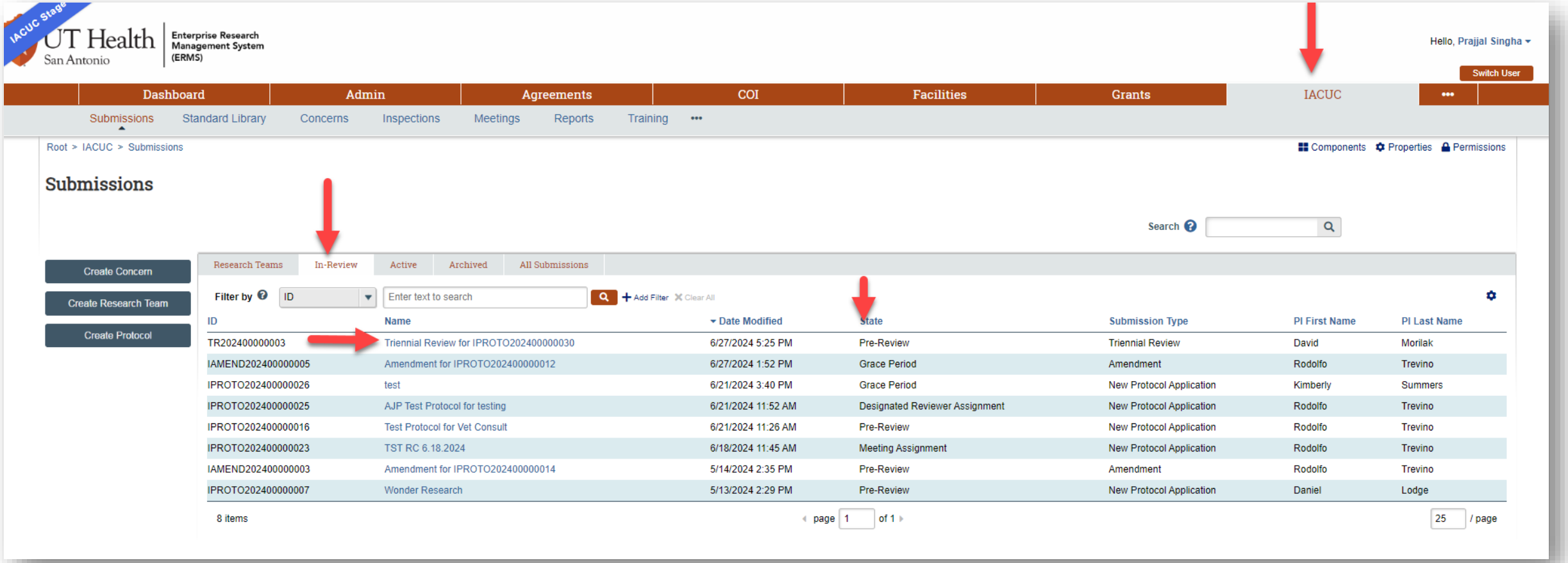
Triennial review is a complete (de novo) review of the protocol by the IACUC that is required every three years to receive continued approval of the protocol.

If the protocol contains outdated procedures or team procedures which have been promoted to standard procedures, those procedures must be replaced before the triennial review can be submitted.

If you click Printer Version for Amendment,
you will see the Table of Contents.

Now, you can scroll through what changes were made and what the review and changes look like.

Now the Progress Report will show up under the “In-Review” tab.
The state can be found (Pre-review, Vet Review, Review Assignment).



For general ERMS-IACUC questions, please contact ermshelp@uthscsa.edu.