

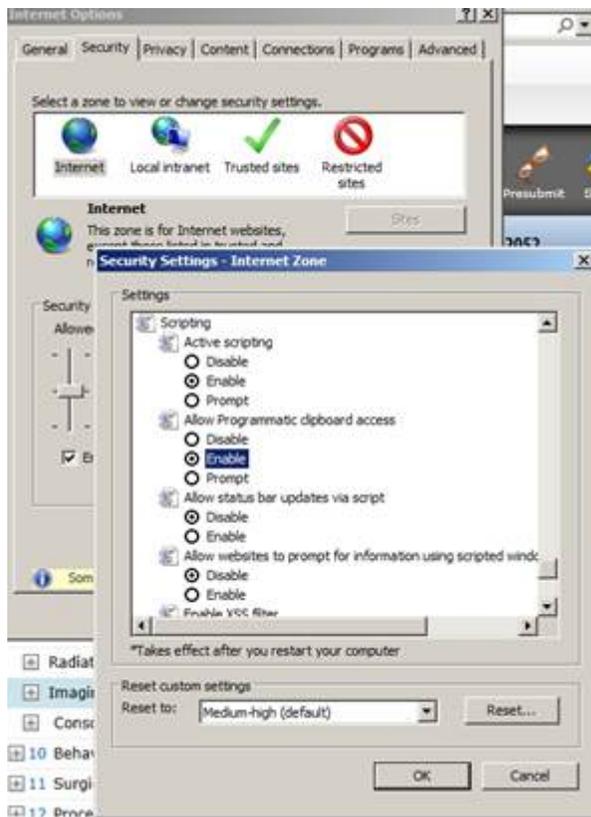
# TOPAZ Enterprise - Quick Reference Sheet

Link: <http://172.16.136.225/Elements/>

UCAR Website: [www.urmc.rochester.edu/ucar](http://www.urmc.rochester.edu/ucar)

## General:

1. Save your protocol often using the save button. There is no autosave feature.
2. Do not leave the website before saving or you will lose everything.
3. TOPAZ may time out if not used for 10-20 minutes. Make sure you save before you leave it, or log out to make sure your information is saved.
4. You must use keyboard commands for copying and pasting: CTRL-A = select, CTRL-X = cut, CTRL-C = copy, CTRL-V = paste. (Command if using a Mac)
5. Topaz uses the Silverlight plug in. Silverlight is no longer recognized by Firefox or Google Chrome. You must use Internet Explorer or Safari when using Topaz.
6. IE – changing settings in IE for Internet Options/security settings/scripting. Enable (bubble) in allow programmatic clipboard access. Then you can cut and paste.



## Creating an Original Protocol

1. From the Start Page or the top menu, click on Animal Protocols.
2. Select **Create Original Protocol** from the options.
3. In the Select Form screen, choose the appropriate Form.
4. A blank form with pre-assigned reference number and PI is constructed.
5. Enter required information for each section of the protocol request.
6. You can navigate through the protocol using the Outline on the left.
7. Look for the *View Help* icon (blue circle with question mark) in select questions. When you click on this icon, a box will appear providing helpful information while you complete your form. Some questions also have a link to extended help files on the UCAR web site.
8. Selected questions may include a table. In order to add a row to the table, click on the *Add Row* icon (green plus sign) in the upper left hand corner of the question. You can add as many rows as necessary. If you need to delete a row, click on the *Remove Row* icon (red X) at the beginning of that row.

9. When you get to the species section, click on the green + sign to get a list of species allowed on the form you have chosen. Click on the + to add the species questions to the form.
10. Throughout the request, there may be conditional questions which appear when you choose various options in multi-choice lists. Please make sure you answer these questions.
11. Click the *Save* icon (diskette). Make sure to save often.
12. In the Certifications and PI Agreement Section (#16), the principal investigator must put their e-signature under the Principal Investigator Responsibility question. Only the name of the investigator whose name is on the protocol belongs here. The protocol will not be processed or reviewed unless the e-sig in this section matches the name of the principal investigator for the protocol.
13. To submit the request, click on the Submit icon (Blue arrow). A notification email will pop up stating that the protocol has been submitted. Click send – this will notify UCAR that a protocol has been submitted and is awaiting processing and will create the paper trail for both the investigator and UCAR of the time and date of submission. NOTE: All required questions, indicated with red asterisks, must be answered before submitting the request. If all required questions are not answered, a message will appear stating which questions need to be addressed before submitting.
14. Once you have answered the required questions, you will need to click on the Submit Protocol icon again.

### **Protocols Returned for Modification (Answer UCAR Questions)**

1. You can open returned protocols either from the Dashboard (choose the protocol with the status “Returned for Modification” from the My Protocols list) or from the Animal Protocols menu (choose Open Returned Protocols).
2. You can quickly find the items needing attention by clicking on the *Questions with Summary Comments* filter icon (hover over the icons to see titles) in the Protocol Outline. The number underneath the icon indicates the number of questions/comments. When the filter clicked, the Protocol Outline will display those sections containing questions with summary comments.
3. Each question need attention will have a summary comment at the end of the question. Make sure to edit your response to address the comment or question. Click **Save**. You do not have to save after each question, but it is a good idea to save frequently. Note that the number under the icon will not change as questions/comments are being addressed.
4. To resubmit the protocol request, click on the *Submit Protocol* icon (Blue Arrow). This time, you will have two choices: *Submit (blue arrow)* or *Withdraw (yellow arrow)*. Unless UCAR has requested withdrawal, or the investigator has decided not to proceed with the protocol submission, click *Submit*. A notification email will pop up – click send.

### **Amending a Protocol (Modification Request)**

1. From the Start Page or top menu, choose Animal Protocols
2. Click **Create Amendment Protocol**
3. Select the protocol to be amended from the table. (If the protocol you wish to amend does not appear in the pop-up box of choices, that means something has already been started on the protocol. Go to Animal Protocols and click Open Unsubmitted Protocols.)
4. Choose appropriate Amendment form.
5. In the Modification section in the outline, give a brief description of what you are modifying and check the appropriate boxes underneath that description. Help sections will pop up giving instructions on what sections you will need to update. NOTE THAT YOU CANNOT ADD OR DELETE STAFF DURING A MODIFICATION. IF THERE ARE STAFF CHANGES TO BE MADE, CONTACT UCAR.
6. Make any necessary changes to all relevant sections.
7. Click **Save**.
8. To submit the request, click the *Submit Protocol* icon. A notification email will pop up stating that the protocol has been submitted. Click send – this will notify UCAR that a protocol has been submitted and is awaiting processing and will create the paper trail for both the investigator and UCAR of the time and date of submission. NOTE: All required questions, indicated with red asterisks, must be answered before submitting the request. If all required questions are not answered, a message will appear stating which questions need to be addressed before submitting.

### **Renewing a Protocol (36 Month Review) – Mouse or Rat ONLY**

All new protocols using mice or rats must be submitted using the new "Mouse and Rat Protocols" form. Beginning with 36 month reviews due to be submitted to UCAR April 1, 2017 or later, all rat and mouse protocols also must be transferred to the new forms. This will require creating an original protocol and rewriting the current protocol as if it were new. When it is approved, it will have the same protocol number, but a different reference number. We do not think new cage cards will be required.

1. Go to the Protocols menu and choose Create an Original Protocol from the list of available forms, choose Mouse and Rat Protocols. Fill out the form in the usual way. Notice that the protocol is divided into many more sections.
2. Your Topaz log in allows you to have at least 2 open windows/tabs with Topaz running. Open the older version of your protocol in a separate window or tab to copy/paste into the new form. Because of the way copy/paste works in Elements, it is best to select (CTRL-A) and copy (CTRL-C) the text field, then paste it into Word or a similar program. This will allow you to check for misspellings and make any corrections easier. Do not bother to format the text in Word, because Elements will only paste plain text. Once you are satisfied that everything is okay in Word, copy the text and use (CTRL-V) to paste it into the appropriate field. This is where you can add formatting (bold, underline, special characters, etc.). Note that if this doesn't work well from Word, a plain text editor (WordPad on PC, TextEdit on Mac for example).
3. Make sure to fill out all relevant fields for your protocol. See "Creating an Original Protocol" above for information on *View Help* icons.
4. Remember to save frequently.
5. The Certifications and PI Agreement section must be filled out again. The principal investigator must put their e-signature under the Principal Investigator Responsibility question. Only the name of the investigator whose name is on the protocol belongs here. The protocol will not be processed or reviewed unless the e-sig in this section matches the name of the principal investigator for the protocol.
6. Once finished, click **save**.
7. To submit the request, click the *Submit Protocol* icon. A notification email will pop up stating that the protocol has been submitted. Click send – this will notify UCAR that a protocol has been submitted and is awaiting processing and will create the paper trail for both the investigator and UCAR of the time and date of submission. NOTE: All required questions, indicated with red asterisks, must be answered before submitting the request. If all required questions are not answered, a message will appear stating which questions need to be addressed before submitting.

### **Renewing a Protocol (36 Month Review) – Species is NOT Mouse or Rat**

1. From the Start Page or top menu, choose Animal Protocols
2. Select **Create Renewal Protocol**.
3. Select the protocol to be renewed from the list.
4. Choose appropriate Renewal form.
5. Your currently active protocol form will be cloned and presented for changes. The animals numbers will be reset to zero.
6. Review each field and make any necessary changes to reflect the work to be done in the next 3 years.
7. Click **Save**.
8. To submit the request, click the *Submit Protocol* icon. A notification email will pop up stating that the protocol has been submitted. Click send – this will notify UCAR that a protocol has been submitted and is awaiting processing and will create the paper trail for both the investigator and UCAR of the time and date of submission.

### **Creating an Interim Review (APR)**

1. From My Dashboard, click on the My Dashboard link in the upper left-hand corner and choose Protocols for Animal.
2. Click the *Amend and Renew Protocols*.
3. Select **Create an Interim Review**.
4. Select the protocol to be reviewed.
5. Choose appropriate Interim Review form.
6. Complete the Interim Review. Remember to refer to items in other sections if amending/modifying any fields.
7. Click **Save**.

8. To submit the request, click on the *Submit Protocol* icon. You will receive a pop-up notification stating that your protocol request has been submitted.

### **Modification to Add a New Grant to an Approved Protocol**

You may now add a new grant to your protocol rather than submit an entirely new protocol for the grant, as long as the animal work in the new grant is reasonably similar to that in the protocol.

To add a grant to a protocol, modify the protocol fields as follows:

#### ***Funding Source:***

For each grant covered by the protocol, list the

- . agency,
- . grant number,
- . grant title, and
- . PI.

Be exact – the information for your approval letter will be copied directly from this section. No changes can be made to information on an approval letter that do not match what is listed here.

#### ***Abstract of Project:***

For each grant covered by the protocol, provide the

- . grant title and
- . scientific abstract

#### ***Lay Summary of Project:***

You do not need a separate lay summary for each grant. Update your lay summary to reflect any new work added and any change in the animal models you will be using. Keep the language simple, and the length from 100 to 200 words.

#### ***Grant Copy:***

Submit the following sections of the grant being added to UCAR (PDF or Word documents are preferred) for comparison with the protocol:

- . abstract,
- . specific aims,
- . experimental design/research plan, and
- . vertebrate animal section

All the animal work described in the grant must be in the protocol before we can provide an approval letter.

If all animal work described in the grant is already described in the protocol, the above information is all that is needed by UCAR.

***Make sure **all** animal work described in the grant is in the protocol, including species, strains and number of animals, and procedures done to animals, including all substances administered, and all manipulations. UCAR cannot provide an approval letter if all the animal work in the grant is not described in the protocol.***