Quick Reference Guide: How to Create/Submit an Annual Review

1. Log in to Click with UBIT name and password

   ![Login Screen]

   If you don't know your name / password or you need to reset your password, please contact UB CIT at support@research.buffalo.edu or 645-3542 for help.

2. Click on the IACUC tab in the bar across the top of the page

   ![IACUC Tab Highlighted]

3. Click on your Research Team – You can filter the Team Names for an easier find

   ![Research Team Filter]

   ![Research Team Filtered by Name]
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4. Select the Active Tab to view a list of all your currently approved protocols. Find your protocol that needs to be renewed in the list of Submissions. Click on the title to open the workspace.

5. In the left column, under My Current Actions, there should be an Action button for “Create Annual Review.” Click on that button.

6. Answer the questions on the following page regarding your use of animals over the past year. If your protocol involves category E procedures, the following additional information must be provided:

   a. Provide the number of animals used over the past year that underwent a category E procedure.

   b. Summarize monitoring procedures used for these animals. Indicate whether or not a monitoring chart/record is used. If so, provide a copy of the monitoring records. 1 example for each chart is sufficient—please see step #8 for more information.

   c. Indicate whether or not there were any unexpected occurrences, i.e., problems, deaths and if so, were these occurrences reported to the LAF veterinary staff.
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<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>When you have finished the application, click on the “Save” button and then hit “Finish” or “Exit” to go back to the Workspace.</td>
</tr>
<tr>
<td>8.</td>
<td>If a monitoring chart/record is used to monitor category E animals, a sample completed chart must be provided. You can attach this by clicking on “Add Comment” on the left side of the screen, under My Current Actions.</td>
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<tr>
<td>9.</td>
<td>On the left side of the screen, under My Current Actions, there should be a “Submit” button. Click on that button to send the triennial review to the IACUC office for pre-review.</td>
</tr>
</tbody>
</table>

**Supporting Documents**

1. Attach supporting files:

   - **Document Name**
   - **Date Modified**
   
   There are no items to display

In the pop-up window, make any comments that are necessary in #1. Click on “+ Add” in #2 to attach the chart and then click on “Ok” to post the comment.