Office of Research, Grants, and Contracts  
Standard Operating Procedures (SOP)

SOP Title: (IACUC) – Reviewer- IACUC Member Protocol Voting, Review and Approval

Date Last Revised: 11/04/2022  Date Created: 06/11/2019  Revision #: 1.2

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1.0 PURPOSE

The purpose of this SOP is to describe the process for IACUC board members (aka “Reviewers”) to:

- Vote for designated member review (DMR) or full convened review (FCR) for new protocols and amendments (Section 3.2);
- Review new IACUC protocols in the Mentor system when assigned as DMR (Section 3.4);
- Review amendments in the Mentor system when assigned as DMR (Section 3.4).

2.0 GENERAL INFORMATION AND SCOPE

All research and classroom involving vertebrate animals are reviewed by the Northern Kentucky University (NKU) Institutional Care and Use Committee (IACUC).

The IACUC Administrator will conduct an IACUC pre-review which includes verifying the completion of the required training and the completion of the Animal Contact Assessment prior to IACUC voting, DMR and FCR.

3.0 PROCEDURES

3.1 ACCESSING MENTOR IACUC

1. Go to the Mentor website.
2. The Institution ID = NKU.
3. Click “Log in”.
4. Use your NKU ID (NKU email username) and NKU password to log in.

3.2 VOTING DESIGNATED MEMBER REVIEW VERSUS FULL CONVENED BOARD REVIEW

A. VOTING FOR REVIEW TYPE OF NEW PROTOCOLS

Per the Office of Laboratory Animal Welfare (OLAW) requirements, all new protocols must be voted on by all IACUC members to determine if the protocol will be reviewed by a designated reviewer (DMR) or by a full convened board (FCR). Instructions for voting are explained below:

1. Each reviewer will receive an email after the IACUC pre-review is completed announcing the vote for DMR or FCR.
2. The email will contain a link to vote with the due date for voting. All members must vote before a final decision can be issued.
3. After clicking the link in the email, the protocol will open.
4. Conduct a review to determine the review type by clicking and reviewing “IACUC Protocol” and reviewing any documents uploaded.
5. After conducting the review, select either “Designed Member Review” or “Full Convened Review” from the Review Level vote dropdown.
6. The vote automatically saves. Mentor can be closed after voting.
7. Vote must be submitted within 7 days of receipt.

B. VOTING FOR REVIEW TYPE OF AMENDMENTS

Amendments that do not qualify for administrative or expedited review must also undergo the same voting procedures.

1. Each reviewer will receive an email after the IACUC pre-review is completed to vote for DMR or FCR.
2. The email will contain a link to vote with the due date for voting. All members must vote before a final decision can be issued.
3. After clicking the link in the email, the protocol will open.
4. Select the “Amendments” tab.
5. Conduct a review to determine the review type by clicking and reviewing “Questionnaire” and “IACUC Protocol” and reviewing any documents uploaded.
6. After conducting the review, select either “Designed Member Review” or “Full Convened Review” from the drop-down under the “Amendments” tab at the bottom of the page.
7. The vote automatically saves. Mentor can be closed after voting.
8. Vote must be submitted within 7 days of receipt.

3.3 FINDING PROTOCOLS ASSIGNED TO YOU

A. EMAIL NOTIFICATION

When assigned a protocol to review, you should receive an email with the subject “Reviewer Assigned Notification”. Click on the link within the email.

B. FINDING PROTOCOLS IN THE MENTOR SYSTEM

1. Upon login, click “IACUC” in the black banner.
2. Click “Reviewer” in the left-hand column. All protocols assigned to you for review will list.
3. If you click the title of the protocol, it will open the actual protocol which will allow you to read the protocol question sections and protocol information. If you click the red link under the “Review Role/Review Type” column, it will take you to the questionnaire that will be completed after you have read through the protocol.

If you are unable to complete the review (i.e. conflict of interest, busy schedule, etc.) use the “Decline” at the top of the Mentor page for the appropriate protocol.

3.4 REVIEW STRATEGY

A. REVIEWING A NEW PROTOCOL

After clicking on the protocol title, you will see the protocol page. This contains everything you will need to complete the review. There are three parts to conducting the review.
The reviewer should read through:

1. **Protocol Page** – The basic study information (title, Principal Investigator (PI), start date, review type, etc.).
2. **IACUC Protocol** – On the protocol page, you will see a red “IACUC Protocol – Click Here”. This contains the actual study protocol. Questions are grouped into sections for ease of use for the PI and to allow a more thorough review.
3. **Uploaded Documents** – Under the red “IACUC Protocol” you will see any documents that were uploaded by the PI. All documents that are uploaded will be here. Some protocols will not have any uploaded documents.

Please note, the reviewer does not need to verify training or the completion of the Animal Contact Assessment form.

To review the protocol and simultaneously take notes in the system, while on the protocol page, right-click on “IACUC Protocol” and select “Open Link in a New Tab”. Return to the tab with the protocol submission page open, and follow these instructions:

1. Click “Review”.
2. Upon clicking “Review” you will be taken to the protocol review page.
3. Click “Answer” under question 1.
   - If revisions are required, after clicking “No” a text box will appear for you to list the required revisions.
4. Click “Save Answer”. This will take you to the “Complete Review” page.
5. If revisions are not required, change the review status to “Completed”.
6. If revisions are required, change the status to “Pending – Revisions Required”.
7. Click “Update”.

You will now see a memo that will be sent directly to the PI. The reviewer’s name is not listed on the memo.

**B. REVIEWING AN AMENDMENT**

1. After clicking on the protocol title, you will see the protocol page.
2. Select the “Amendment” tab at the bottom of the page.
3. Conduct a review by clicking and reviewing “Questionnaire” and “IACUC Protocol” next to the green arrow, and reviewing any documents uploaded.
4. Click the “Review” button at the bottom of the page.
5. Click “Save Answer” This will take you to the “Complete Review” page.
6. If revisions are not required, change the review status to “Completed”.
7. If revisions are required, change the status to “Pending – Revisions Required”.
8. Click “Update”.

You will now see a memo that will be sent directly to the PI. The reviewer’s name is not listed on the memo.
### Approvals

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### Revisions

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