The following guide outlines steps for the addition of Study Administrators (SAs) to ARFMS and describes their functions.

SAs can now initiate and fill out AUPs, Amendments and Annual Reviews, functions that could previously only be performed by PIs and co-Is. To add a SA, please follow the steps outlined below:

1) PIs must inform the IACUC Secretariat (iacuc@ntu.edu.sg) who from your team is to be assigned the SA role.

2) IACUC Secretariat assigns the relevant role to SA on ARFMS and notifies PI of outcome.

3) SAs can proceed to initiate new AUPs on ARFMS; refer to **Annex A** on steps to be followed. If an SA is to initiate amendment / annual review submissions, refer to **Annex B**.

4) In all cases, SAs will not be able to submit the document to administrative review; only the study PI will be able to submit the document for ICCO Administrative Review.

Annex A

In the following instruction guide, <u>User 1 is the PI</u> while <u>User 2 is the SA</u>.

After User 2 has been assigned the SA role by the IACUC Secretariat, he may proceed to initiate an AUP on behalf of the study PI, User 1. For instructions on AUP initiation, refer to slides 7 – 10 of the following training guide: http://research.ntu.edu.sg/rieo/IACUC/Documents/Introduction%20to%20ARFMS%20and%20new%20AUP%20creation.pdf.

(i)   After User 2 has created the AUP, he/she, is automatically listed as the study PI, as shown in the example below:

(ii)   To reflect the PI's name in section 2a, click on **Edit Selection** > Pop up window appears > **Delete** User 2 from the assigned selection.

(iii)   Next, click on the "+´located beside "Teams" to reveal the list of PIs. In this example, we select Team 1 to which the PI belongs, and click on PI's name.

(iv)   Scroll to the bottom of the pop up window and click "Apply current selection".
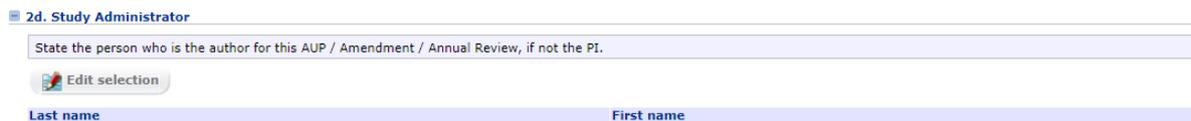
Apply current selection
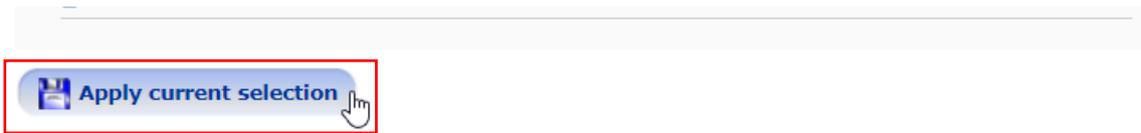
User 1, Test   Delete

(v)   User 1 (PI) is now added under 2a. Click Save.

(vi)   Under question 2d found in Section 2, assign User 2 as the SA by clicking on the "Edit Selection" option, as described in steps (ii) – (v).

(vii)   Fill out the requested information in all sections of the AUP. Refer to the following guide for more information:
http://research.ntu.edu.sg/rieo/IACUC/Documents/Introduction%20to%20ARFMS%20and%20new%20AUP%20creation.pdf

(viii)   The PI can access the AUP at any time using his/her account to view progress. To make any changes, the SA will first have to ensure that the option "**Save & Check-in**" has been selected. The PI can then "**Check Out**" the document to edit it.

(ix)   After the AUP has been filled out and all changes made saved, the PI can submit the AUP for **ICCO Administrative Review** via the "Workflow" tab.

Annex B

SAs have to be listed under an approved AUP to initiate amendment / annual review submissions. As this is a newly launched feature, PIs will have to first initiate the amendment / annual review and proceed to assign the SA to question 2d.

(i)   PI to follow the steps outlined in slides 3-8 of the following guide to initiate an amendment / AUP:
http://research.ntu.edu.sg/rieo/IACUC/Documents/Creation%20of%20Amendment%20Form_ARFMS%20Training%2013%20to%2015%20,%2017%20Aug%202018_V.2.pdf

(ii)   Next, assign the SA under question 2d and select **Action** > **Save & Check-In**

(iii)   The SA will now be able "**Check-Out**" the document to edit it. The SA will not be able to submit the document. After all changes have been made, the Checked-in document is to be submitted by the PI to Workflow > **ICCO Administrative Review**.