



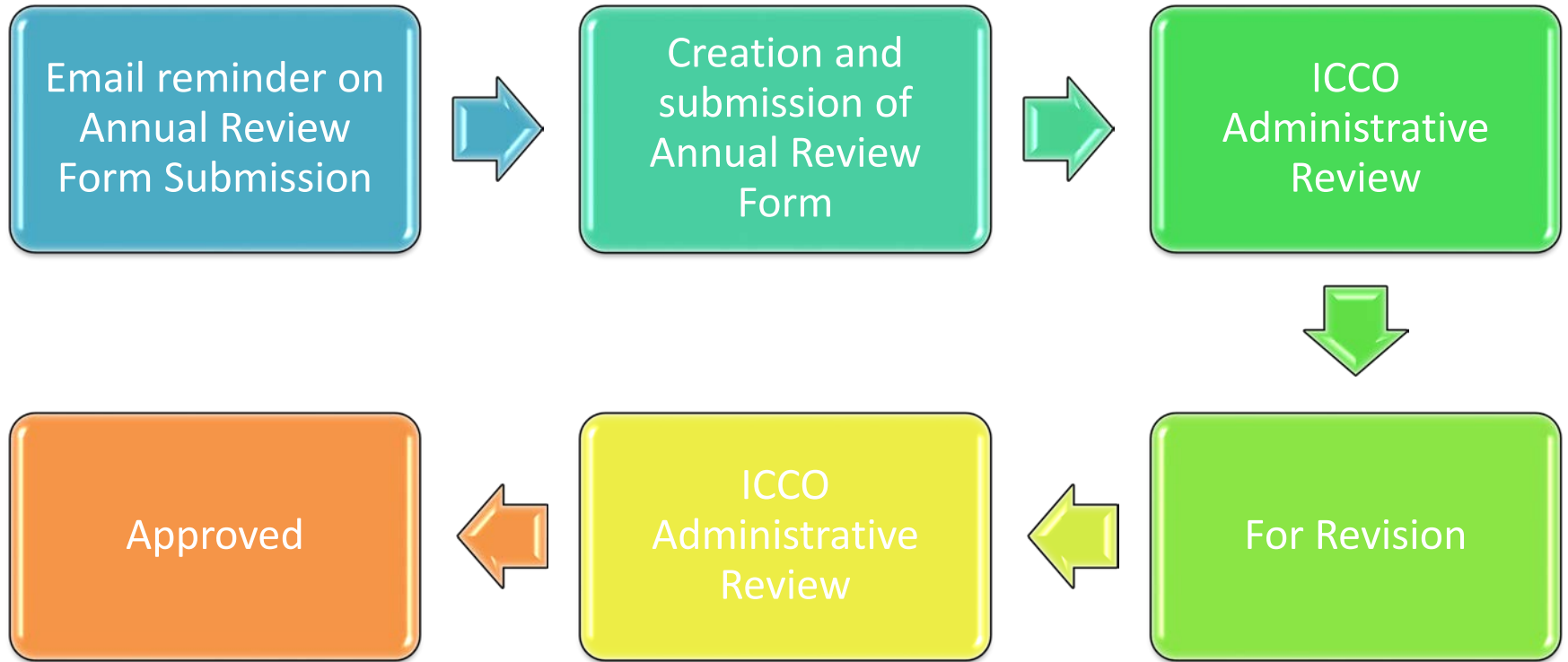
NANYANG
TECHNOLOGICAL
UNIVERSITY
SINGAPORE

Creation of Annual Review/ Completion Form

13,14,15,17 August 2018



Workflow



IACUC

Requests & Orders

Deliveries & Identification

Animal Management

▼ Master Data

 **Users & Teams**

 **Species**

▼ Billing

 **Billing Data**

 **Census**

▼ Study plans & Tasks

 **Tasks**

▼ Reports

▶ **Animal husbandry**

▶ **Animal utilization & Statistics**

▶ **Custom Reports**

Navigate to the IACUC module to access the AUP forms.



AUP

Filter & Search

 **Apply filter**

 **Reset filter**

My Filter Sets

In Use (applicationwide default)



Operation between different filter criteria: AND
Operation between multiple selections within the same criterion: OR

File-General

File-History

Document

 **Files**

2) Click on the
“+” to view
approved
documents

1) Select from pre-
configured filter sets (In
Use (applicationwide
default)





BACK TO MAIN MENU

TO REQUESTS & ORDERS

Files & Documents


Filter & Search

 Apply filter  Reset filter

My Filter Sets:  

Operation between different filter criteria: AND
Operation between multiple selections within the same criterion: OR

 File






 Document

Files

 New

AUP

No. of entries: 5

	AUP#	File title	File created	File status	Last file status change	Expiration date	Document status	Last document status change	1st approved	Principal investigator	Version
	AUP-14-07	Tumor studies in mice	19-Nov-2014	Approved	19-Nov-2014	19-Nov-2017	Approved	19-Nov-2014	19-Nov-2014	Winter, Verena	5.0
	AUP-14-06	Toxicology Studies - Mouse	17-Nov-2014	Approved	17-Nov-2014	17-Nov-2017	Approved	17-Nov-2014	17-Nov-2014	Olson, Ken	3.0
	AUP-14-04	Diabetes research	07-Oct-2014	Approved	07-Oct-2014	07-Oct-2017	Approved	07-Oct-2014	07-Oct-2014	Toxiniv, Susan	3.0
	AUP-14-03	Toxicology Studies	07-Oct-2014	Approved	07-Oct-2014	07-Oct-2017	Approved	07-Oct-2014	07-Oct-2014	Toxiniv, Susan	3.0
	AUP-14-02	Tumor evaluatoin in mice	20-Nov-2014	Approved	19-Nov-2014	19-Nov-2017	Approved	19-Nov-2014	19-Nov-2014	Admin, Sys	3.0

No. of entries: 5



Click on file to view approved document

BACK TO MAIN MENU TO REQUESTS & ORDERS

Files & Documents

Filter & Search

 Apply filter  Reset filter

My Filter Sets:  

Operation between different filter criteria: AND
 Operation between multiple selections within the same criterion: OR




File Document











Files

 New

AUP

No. of entries: 3

AUP#	File title	File created	File status	Document title	Version	Last document change	Last document checkout	Document status	Principal investigator	Version
 AUP-14-06	Toxicology Studies - Mouse	17-Nov-2014	Approved	Toxicology Studies - Mouse	3.0	17-Nov-2014	17-Nov-2014	Approved	Olson, Ken	3.0
 AUP-14-04	Diabetes research	07-Oct-2014	Approved							
 AUP-14-03	Toxicology Studies	07-Oct-2014	Approved						Toxinv, Susan	3.0

-  Open document
-  Print PDF
-  Edit comment
-  Add attachment
-  Expired
-  Suspended
-  Terminated
-  Annual Review
-  Amendment
-  Closed

Documents/Versions in File

Annual Review

Right click on document >
Select Annual Review

No. of entries: 23

AUP#	File title	File created	File status	Last file status change	Expiration date	Document status	Last document status change	1st approved	Principal investigator
A18423	Anna approval email test	31-Jul-2018	Approved	31-Jul-2018	31-Jul-2021	Approved	31-Jul-2018	31-Jul-2018	Stanislaws, Anna Marina

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator
Anna approval email test	3.0	31-Jul-2018	31-Jul-2018	Approved	31-Jul-2018	Stanislaws, Anna Marina


A18422	email test 2	11-Jul-2018	Amendment							Stanislaws, Anna Marina
A18420	Testing_AUP_4jul2018	04-Jul-2018	Amendment							
A18418	RUEDL\KARJALAINEN TESTING	03-Jul-2018	Approved							
A18416	Tumor studies in mice	03-Jul-2018	Approved							
A18414	AD studies in mice	03-Jul-2018	Approved							
A18413	Tumor studies in mice	03-Jul-2018	Approved							
A18028	To investigate	01-Aug-2018	Approved							Tan, Suet Mien

Comment:

Effective date*: 01-Aug-2018

Ok Cancel

Comments Window appears, click ok

AUP#	File title	File created	File status	Last file status change	Expiration date	Document status	Last document status change
 A18050	Treatment of brain inflammatory d...	02-Aug-2018	Annual Review	13-Aug-2018	31-Aug-2021	ICCO Administrative Review	13-Aug-2018

Documents/Versions in File

Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator
Treatment of brain inflamma...	11.0	13-Aug-2018	13-Aug-2018	Annual Review	13-Aug-2018	Bertrand, Czarny
Treatment of brain inflamma...	9.0	13-Aug-2018	13-Aug-2018	Approved	13-Aug-2018	Bertrand, Czarny

Click on document with document status Annual Review



General Information

- (1) Project Title
- (2) Personnel Data
- (3) Funding
- (4) Animal Requirements
- (5) Lay Description
- (6) Animal Use and 3Rs
- (7) Pain/Distress
- (8) Study Overview

Animal Numbers

Non-Surgical Procedures

Surgical Procedures

Procedures Training Verification

General Documentation

- (9) Experimental Endpoints
- (10) Humane Endpoints
- (11) Animal Disposal
- (12) Health & Safety
- (13) Acknowledgement

Amendment

Workflow History

Annual Review

IACUC Review

[Back](#) [Attachments](#) [Review](#) [Action](#) [Workflow](#)

As required by NACLAR Guidelines, the IACUC must review all long term applications on an annual basis. Please answer the following questions to provide us with an update of your application.

Annual Review

AUP Annual Review / Completion Form

- 1. Project Status
- 2. Declaration of Animals Used
- 3. Project Stage / Outcome
- 4. Change in Protocol
- 5. Unexpected Occurrence
- 6. Animal Use Problems
- 7. Closing

2) Fill in applicable fields

[Back](#) [Attachments](#) [Review](#) [Action](#) [Workflow](#)

1) Select Annual Review Tab



General Information

(1) Project Title

(2) Personnel Data

(3) Funding

(4) Animal Requirements

(5) Lay Description

(6) Animal Use and 3Rs

(7) Pairy/Distress

(8) Study Overview

Animal Numbers

Non-Surgical Procedures

Surgical Procedures

Procedures Training
Verification

General Documentation

(9) Experimental Endpoints

(10) Humane Endpoints

(11) Animal Disposal

(12) Health & Safety

(13) Acknowledgement

Amendment

Workflow History

Annual Review

IACUC Review

[Back](#) [Attachments](#) [Review](#) [Action](#) [Workflow](#)

As required by NACLAR Guidelines, the IACUC must review all long term applications on an annual basis. Please answer the following questions to provide us with an update of your application.

Annual Review

AUP Annual Review / Completion Form

- 1. Project Status
- 2. Declaration of Animals Used
- 3. Project Stage / Outcome
- 4. Change in Protocol
- 5. Unexpected Occurrence
- 6. Animal Use Problems
- 7. Closing

[Save & Check-in](#)[Save](#)[Save New Version](#)[Print PDF](#)[Compare version](#)[Validate & Save](#)[Back](#) [Attachments](#) [Review](#) [Action](#) [Workflow](#)

After content is entered, select tab Action, located at the top and bottom of the page, and select Save.

BACK TO MAIN MENU

TO REQUESTS & ORDERS

AUP Details: A18003 "Marc Test", v.10.0, Annual Review/Annual Review

General Information

(1) Project Title

(2) Personnel Data

(3) Funding

(4) Animal Requirements

(5) Lay Description

(6) Animal Use and 3Rs

(7) Pain/Distress

(8) Study Overview

Animal Numbers

Non-Surgical Procedures

Surgical Procedures

Procedures Training
Verification

General Documentation

(9) Experimental Endpoints

(10) Humane Endpoints

(11) Animal Disposal

(12) Health & Safety

(13) Acknowledgement

Amendment

Workflow History

Annual Review

IACUC Review

Back Attachments Review Action Workflow

ICCO Administrative Review
 Terminated
 Closed

As required by NACLAR Guidelines, the IACUC must review all long term applications on an annual basis. provide us with an update of your application.

Annual Review

AUP Annual Review / Completion Form

- 1. Project Status
- 2. Declaration of Animals Used
- 3. Project Stage / Outcome
- 4. Change in Protocol
- 5. Unexpected Occurrence
- 6. Animal Use Problems
- 7. Closing

Back Attachments Review Action Workflow

Under the button "Workflow", select ICCO Administrative Review > Comment window appears, to input comment if any, Click ok.



Thank You

