OSR Monthly Meeting

March 19, 2019 (Evanston) & March 21, 2019 (Chicago)
AGENDA

• IACUC
• InfoEd Hot Tips
• Announcements
IACUC
Institutional Animal Care & Use Committee (IACUC) Office

Mandy Kozlowski
IACUC Office Director
The IACUC Office Team

Committee

Director

Assistant Director – PAM Program

IACUC Coordinators & Specialist

Compliance & Operations Analysts

Compliance Coordinator Inspections

Department Assistant

Northwestern | RESEARCH
Components of an Animal Care and Use Program
Regulatory Agencies

Organizations ensuring humane care and use of animals in research:

- The United States Department of Agriculture (USDA)
- The Public Health Service (PHS)
- The Office of Laboratory Animal Welfare (OLAW)
- Association for Assessment and Accreditation of Laboratory Animal Care International (AAALACi)
IACUC Functions

• Review and approve protocols
• Evaluate the animal care program semiannually
• Inspect animal use spaces semiannually
• Make recommendations to the IO regarding the animal care program, facilities and training
• Review concerns regarding the care and use of animals
IACUC Review: Animal Work at NU

PI submits the Animal Study Protocol (ASP) to the IACUC

ASP is reviewed by IACUC coordinator for completeness

ASP is sent for review by the Committee

ASP may require clarification or modification

ASP is approved

Revised ASP is returned to the IACUC for re-review

ASP is returned to the PI for revisions and resubmission

If necessary

Process continues until Reviewers are satisfied

PI Action is Required

IACUC Action

Congruency Review (if federally funded)
Collaborations:
Review Off Site Animal Work

- Submit the collaborator protocol & approval letter
- Congruency Review (if federally funded)
- Reciprocal review of collaborator protocol
- NU IACUC accepts collaborator IACUC approval
- Initiate IACUC Agreement (MOU)

Bubble Color Legend
- PI Action is Required
- IACUC Action
Questions
Thank You!

• Visit the IACUC Website: https://iacuc.northwestern.edu/about/iacuc-committee

Contact the IACUC Office:
Email: acuc@northwestern.edu
Phone: 312-503-9339
Non-Funded Negotiation Records (CDA, DUA, MTA)

• When creating a new Non-Funded Negotiation (NFN) proposal in InfoEd, be careful to select the correct PI during record creation.

• When you create a new InfoEd record, the PI defaults to yourself, but you can change this:

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Step 0: Confirm you intend for the PI of this proposal to be

Step 1: Create a “New” Proposal

[Image of New Proposal Questionnaire]
• Select the **Non-Funded Negotiations Proposal Type** when you create the record:
• **Complete all tabs** before you route your proposal
NRSA Deadline: April 8!

- Commons accounts
- PI access to InfoEd
- eDisclosure updates
- Training resources:
  - Job Aid: [Getting Started Guide: Preparing an Individual NRSA Application](#)
  - Microlearning: [The "No Tears NRSA": How to Successfully Prepare and Submit an Individual Fellowship Application](#)
# Action Items

## Task/Assignment

**CR0000737** - No-Cost Extension  
Subject: Under Review NCE SP0041654 Meade, Thomas J  
No-Cost Extension created by Project Cafe 22 on 12/14/2018 11:32:26 AM  
Cafe 22, Project - Chemistry  
Status: CR Under OSR Review  
Submitted By: Project Cafe 22  

Change Request: CR0000737 Proposal/Award: SP0041654 PI: Meade, Thomas J Sponsor: National Institute of General Medical Sciences Title: Specific Inhibition of transcription factors with Cobalt-Schiff Base Complexes Department: Chemistry Change Request Label: No-Cost Extension created by Project Cafe 22 on 12/14/2018 11:32:26 AM Submitted by: Project Cafe 22 A Change Request has been received. Please review and move to the next applicable workflow step.

## Finalize Task/Assignment

**Supporting Attachments (Optional)**: Add  
No Attached Documents  

**Comments:**  

**Next Step/Decision:**  
- Select Step  

**Assign to:**  
- Please select a Status  

[Show Assignment History]
Action Items

Comments:

Next Step/Decision: Select Step
Assign to: Please select a Status

Drag a column header and drop it here to group by that column

<table>
<thead>
<tr>
<th>Assigned Date and Time</th>
<th>Assigned To</th>
<th>Duration</th>
<th>Instructions</th>
<th>Completed Date and Time</th>
<th>Completed By</th>
</tr>
</thead>
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<td>N/A</td>
<td>14-Dec-2018 11:37:07 AM</td>
<td>Project Cafe 22</td>
</tr>
</tbody>
</table>

Comments: Attachments
Update made. No documents have been attached.
Widgets!

• Bookmarks
  – Allows you to bookmark specific records for easy access

• Up-and-Coming Reviews
  – Shows routes that have not reached your step yet

• Recent activity
  – Displays up to 30 most recently used records
• Go to Portal Configurations in the bottom right corner of the Home page
- Click “Use” to add a widget to your page
- Adjust column locations
InfoEd PD Listserv

- Subscribe to the INFOED-PD-USERS listserv for tips and system updates:
  1. Send a plain text e-mail to listserv@listserv.it.northwestern.edu with no subject line.
  2. Type the following command in the message: SUBSCRIBE INFOED-PD-USERS
InfoEd Tips Site

- [https://www.it.northwestern.edu/admin-systems/secure/infoed/tips.html](https://www.it.northwestern.edu/admin-systems/secure/infoed/tips.html)
- Also linked from the OSR website [InfoEd page](https://www.it.northwestern.edu/admin-systems/secure/infoed/tips.html) (which also includes Change Requests job aids and more!)
Announcements
OSR In-Person Training

• What: Case-based courses geared for those who are new to research administration
• Where: Evanston Campus - Tech Institute
• When:
  – Reading and Evaluating a Solicitation (03/25)
  – Proposal Budgets 101 (03/26)
  – Proposal Budgets 102 (03/28)
  – Award Documents & Award Set-Up (03/29)
  – All courses are 9:30am – 11:30am
OSR Staffing

• Additions
  – Corporate Contracts Team welcomed a new Contracts Officer, Kirk Samson
  – Awards Team welcomed a new Grants Assistant, Daniel Johnson

• Changes
  – Luke Miller moved from the Subcontracts team to the Info Team

• Openings
  – Subcontracts Team has two open positions; interviews are underway
  – Corporate Contracts Team hopes to post MTA/DUA Coordinator position soon
Thank you for joining us!

Find monthly meeting presentations on the OSR website at: https://osr.northwestern.edu/training/presentations