

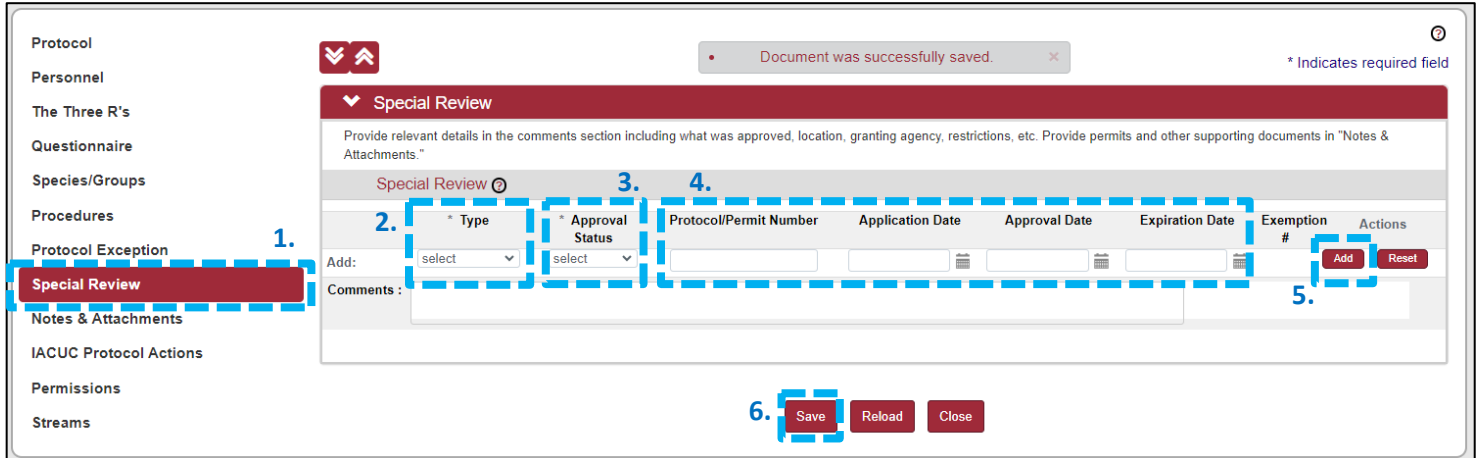
IACUC: UPDATING THE SPECIAL REVIEW TAB (FOR PROTOCOLS)

The Special Review Tab (for protocols) is designed to record other special reviews linked to your protocol. For example, your IACUC protocol may also be linked to biosafety, hazardous substances, wildlife permits, etc.

If you do not have additional special reviews linked to this protocol, you can skip this section.

- 1) Click the **Special Review** tab.
- 2) Under **Type**, click the drop-down menu to select the additional special review that corresponds with your protocol.

Note: Additional IACUC protocols can be linked directly to your protocol and follow a different process than for other special review types. If linking an IACUC protocol, follow the instructions on the next page instead.
- 3) Under **Approval Status**, click the drop-down menu to select the appropriate status of your additional special review.
- 4) Based on the approval status you selected, enter the additional Protocol Number, Application Date, Approval Date and Expiration Date if applicable. Comments are optional.
 - a. If you select Animal Usage (IACUC), the only approval status option is 'Not yet applied'.
- 5) Click the **Add** button to add this information to the protocol. Repeat steps 2 through 5 for each additional special review linked to this protocol.
- 6) Click the **Save** button.

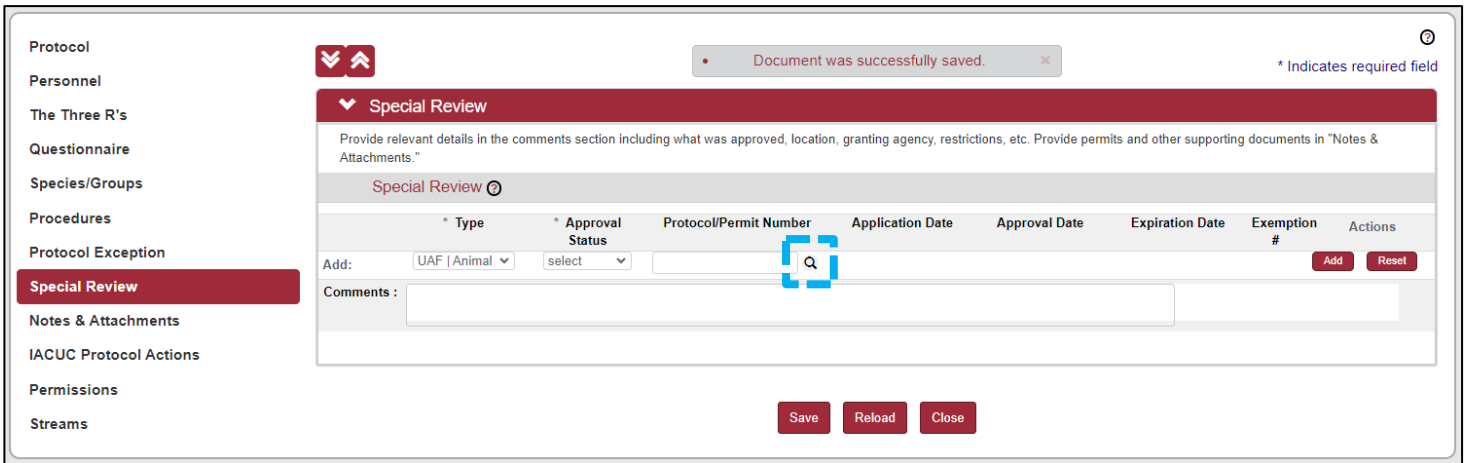


The screenshot shows the 'Special Review' tab in a web application. A sidebar on the left contains a menu with 'Special Review' highlighted in red, labeled with a blue dashed box and the number '1.'. The main content area has a red header 'Special Review' with a dropdown arrow. Below the header is a text instruction: 'Provide relevant details in the comments section including what was approved, location, granting agency, restrictions, etc. Provide permits and other supporting documents in "Notes & Attachments."'. A table with columns for 'Type', 'Approval Status', 'Protocol/Permit Number', 'Application Date', 'Approval Date', 'Expiration Date', 'Exemption #', and 'Actions' is shown. The 'Type' and 'Approval Status' columns have dropdown menus, labeled with '2.' and '3.' respectively. The 'Protocol/Permit Number' column has a text input field, labeled with '4.'. The 'Add' button in the 'Actions' column is labeled with '5.'. At the bottom of the form, there are 'Save', 'Reload', and 'Close' buttons, with 'Save' labeled with '6.'. A notification banner at the top right says 'Document was successfully saved.' and a legend indicates '* Indicates required field'.

IACUC: UPDATING THE SPECIAL REVIEW TAB (LINKING IACUC PROTOCOLS)

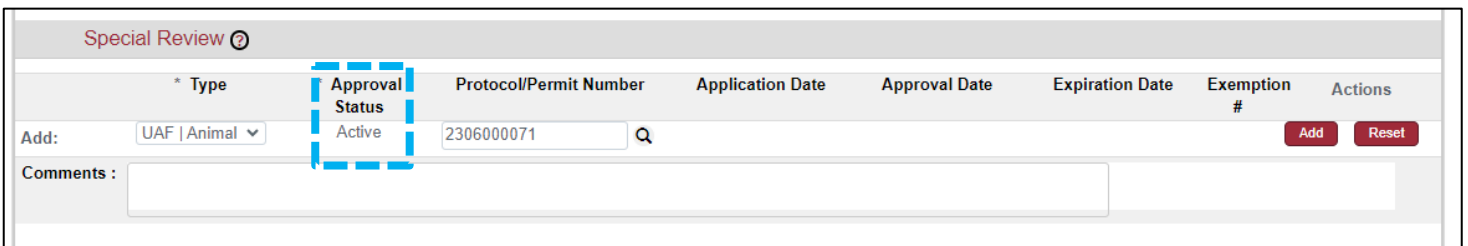
Linking an IACUC protocol on the special review tab can connect directly to the document in Streamlyne allowing for the status to update in real time as the linked protocol moves through the approval process.

After selecting the ‘UAF | Animal Care & Use (IACUC)’ option for the **Type** section, the **Protocol/Permit Number** field will become a search like in the image below. Click the magnifying glass to search for the protocol that you want to link. This search functions exactly the same as a standard protocol search ([Protocol Search Help Document](#)). If you have the protocol number, you can also type it into the **Protocol/Permit Number** field and press the **Tab** key on your keyboard to pull the protocol in.



The screenshot shows the 'Special Review' section of the Streamlyne interface. A sidebar on the left lists various menu items, with 'Special Review' highlighted. The main content area has a red header 'Special Review' and a sub-header 'Special Review' with a magnifying glass icon. Below this is a table with columns: * Type, * Approval Status, Protocol/Permit Number, Application Date, Approval Date, Exemption #, and Actions. The 'Add:' row shows 'UAF | Animal' selected in the Type dropdown, 'select' in the Approval Status dropdown, and an empty Protocol/Permit Number field with a magnifying glass icon. There are 'Add' and 'Reset' buttons to the right. Below the table is a 'Comments:' text area. At the bottom of the form are 'Save', 'Reload', and 'Close' buttons. A notification at the top says 'Document was successfully saved.' and a note indicates '* Indicates required field'.

Once you have the protocol number entered, the Approval Status field should update automatically to reflect the current status of the linked protocol.



This close-up screenshot shows the 'Special Review' table. The 'Add:' row now has 'UAF | Animal' in the Type dropdown, 'Active' in the Approval Status dropdown (highlighted with a blue dashed box), and '2306000071' in the Protocol/Permit Number field. The magnifying glass icon is still present. The 'Add' and 'Reset' buttons are visible to the right. The 'Comments:' text area is below the table.

Add any relevant comments in the **Comments** box, and click the **Add** button on the far right of the row to add the link. Click the **Save** button at the bottom of the page to save your work.