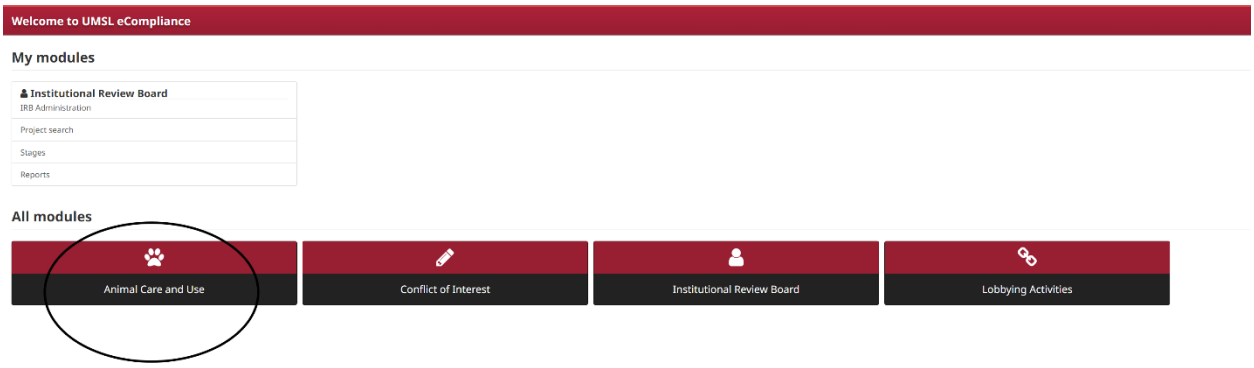
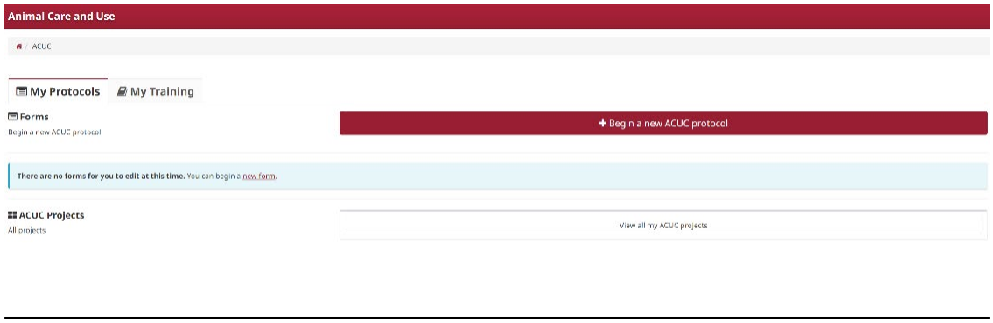
eCompliance: ACUC
User Guide
University of Missouri–St. Louis

Navigating eCompliance

- When you login to eCompliance https://umsl.ecompliance.umsystem.edu/login the Dashboard will show multiple modules, one of which is the ACUC module.



- Clicking on the ACUC module will bring you to My Protocols (see image below). This is where all your protocols (both approved and under review), current CITI training, and associated animal cages will be housed.



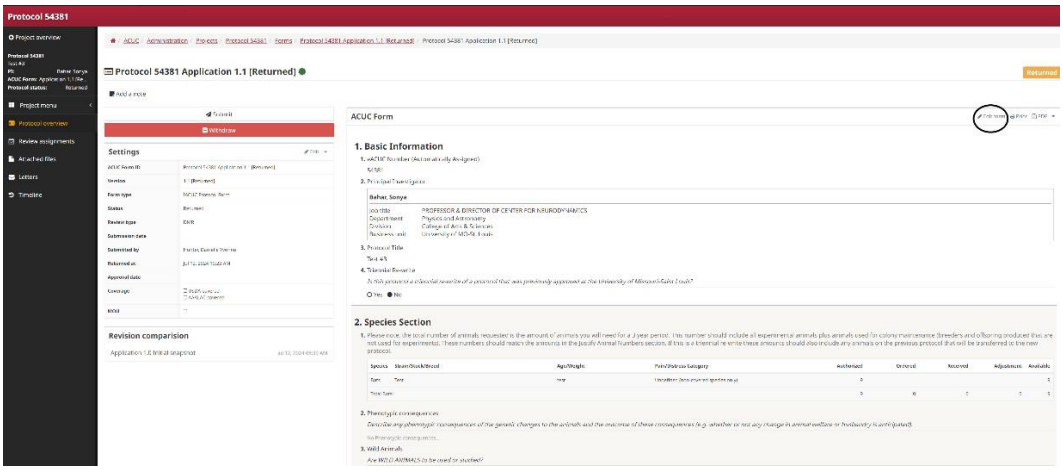
Submitting a protocol

- To submit a new protocol, click on 'Begin a new ACUC protocol' as shown in the above image.
- Complete all required sections and upload any necessary documents to the Attached Files section.

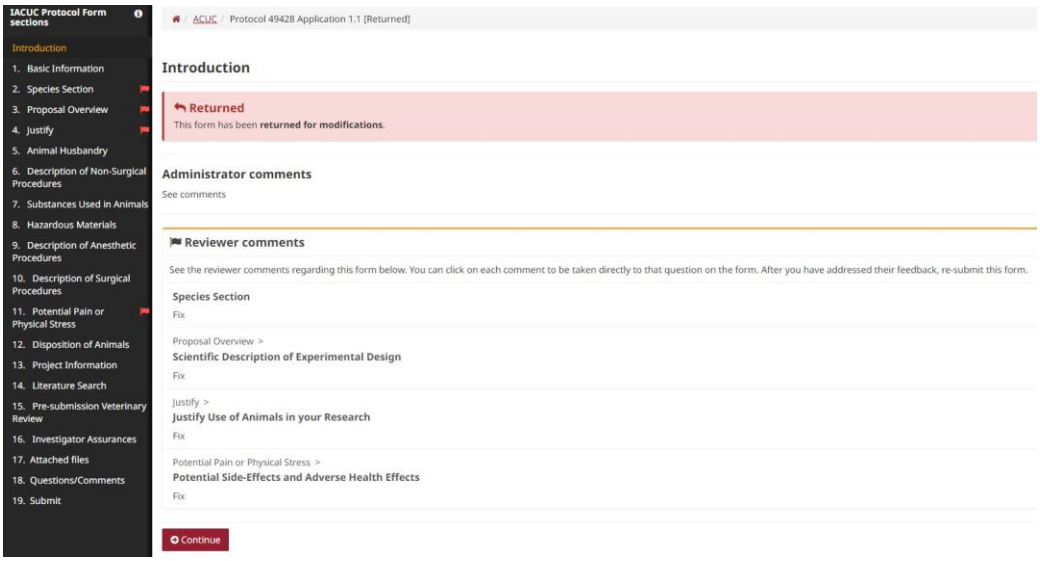
Submitting Revisions as the PI

- When the IACUC reviews your protocol and has returned the application with comments, you will receive an email notification. There will be a link that will take you to your protocol in eCompliance.
    - You can also open the protocol by logging into eCompliance and opening your ACUC dashboard. The protocol will be listed under ‘Returned forms’ and clicking ‘Edit’ next to the form will open the protocol.

You can edit your protocol by clicking ‘Edit Form’.

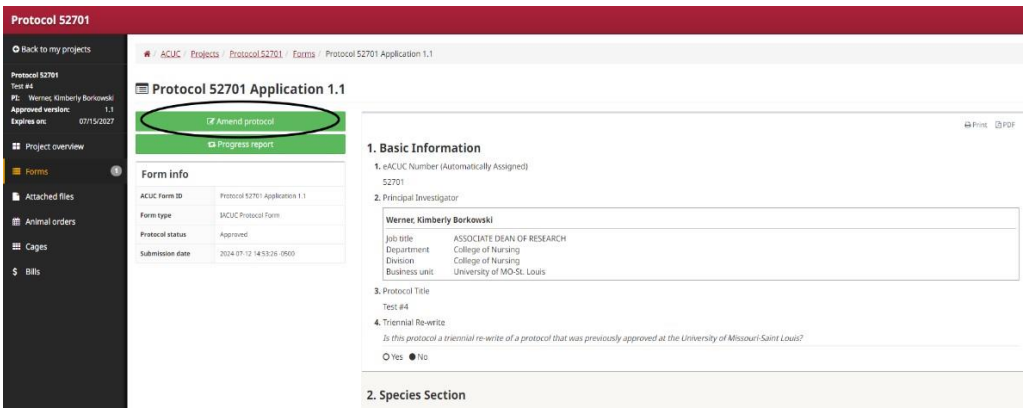


- If there are comments on multiple sections of your protocol, you can click on a comment in the Summary section to make the needed edits. To view the other comments, click on 'Introduction' in the menu on the left-hand side to return to the comment summary. Once you have made all necessary revisions, resubmit your study for review.



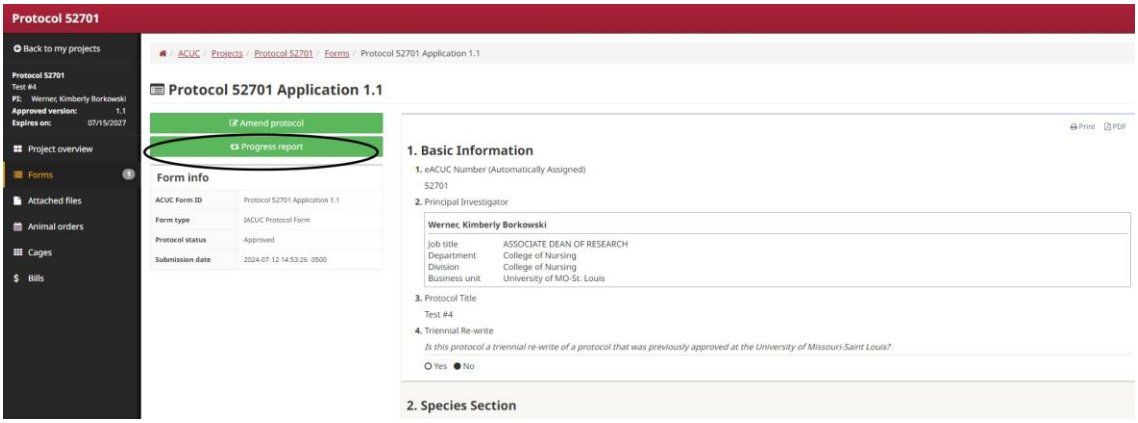
Amendments

- To submit an amendment, click on the Animal Care and Use module. Under Approved protocol, click "view my approved protocols". Select the application, you wish to amend, by click on "view" to open the approved protocol. Click "Amend protocol" (see image below). This will open the most recent approved version of your protocol. Here you can make any revisions needed; any additions to the protocol will be highlighted green for IACUC reviewers and anything removed from the protocol will be highlighted red for IACUC reviewers. This will allow reviewers to see which portions of the protocol are being amended for review.



Annual Continuation (Progress Report)

- To submit an Annual Continuation of an active protocol, open the protocol in 'My projects' and select 'Progress report' (see image below).



Three-Year Renewal

- To submit a Three-Year Renewal for an active protocol, open the protocol in 'My projects' and select 'Triennial Rewrite'. This will populate the approval protocol to allow for any needed revisions (**you will not need to submit a separate, new application for the 3-Year Renewal**). You will indicate you are renewing an active protocol by answering 'Yes' to question #4 in *Section 1 – Basic Information* section of the protocol document. You will be asked for the Historical Project Number (eACUC number listed on your original protocol) and the 3 Year Progress Report.
- The Three-Year Renewal of your protocol will receive a new eACUC protocol number. Once the renewal has been approved by the IACUC, the newly approved protocol will be marked as active and previous protocol will be marked as inactive.