1. Access and Login  [https://ires-iacuc.yale.edu/IACUC-Prod/]

   Log into Portal Entry Page:
   1. Log-in to access Yale CAS (Central Authentication Service)

2. Navigating Your Personal Home Page

   Login Takes Users to Personal Home Page:
   2. Sign out
   3. Dashboard – directs back to personal home page

3. Accessing Protocol

   Opening Protocol:
   4. Select Name hyperlink in My Inbox to be directed to protocol workspace

4. Viewing Reviewer Notes

   Viewing Reviewer Notes
   From the protocol workspace, the research staff can view reviewer notes 2 ways:
   5. Edit IACUC Protocol – protocol entry screens
   6. Reviewer Tab – consolidated list of all reviewer notes
Responding via Reviewer Notes Tab

Using the Reviewer Notes Tab
The reviewer notes tab will provide a listing of all notes and responses provided on a given protocol.

7) Expand Replies will show all responses to reviewer notes.
8) Link to Note hyperlink, will open the reviewer note within the protocol entry screen.
9) The pop-up will allow research staff to reply to the reviewer note.

Responding via Edit IACUC Protocol

Using Protocol Validation

10) Edit IACUC Protocol shows protocol entry screens

11) Selecting the Validate button, will display the status of the protocol content.
12) Green Check: protocol pages with no open reviewer notes or issues.
13) Red Circle: protocol content or reviewer notes that need to be addressed.

All red circles must be addressed to submit a protocol back for review.

Selecting refresh will update the validation

14) Orange Comment Bubble: A note that has been asked by a reviewer. These can be at the page or question level.
15) Reviewer Note: selecting the orange comment bubble will open the reviewer note. Reply to the note and select “OK”.

Note: Protocol content may need to be changed as part of the reviewer note. Please update the protocol content accordingly.